



Economic Development Authority

Regular Meeting

~ Minutes ~

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

Karin Derauf, Deputy City Clerk

Monday, January 10, 2022

5:30 PM

City Center - Council Chamber

1. Call to Order

Attendee Name	Title	Status	Arrived
Blake Roberts	EDA Member	Present	
Judy Huntosh	EDA Member	Present	
Sam Husnik	EDA Member	Present	
Mara Bain	EDA President	Present	
Mark Finnemann	EDA Member	Absent	
Jennifer Lorge	EDA Member	Present	
Leif Erickson	EDA Member	Present	

2. Roll Call

3. Pledge of Allegiance

4. Approve the Agenda

1. Motion To: Approve the Agenda

COMMENTS - Current Meeting:

Move Election of Officers item 5 to the February 14, 2022 EDA Meeting. Commissioner Roberts asked to add a discussion item related to Highway 61 Turn back.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Sam Husnik, EDA Member
SECONDER:	Judy Huntosh, EDA Member
AYES:	Roberts, Huntosh, Husnik, Bain, Lorge, Erickson
ABSENT:	Mark Finnemann

5. Election of Officers

Moved to EDA Meeting to be held on February 14, 2022.

6. Approve Minutes from Downtown Committee Group Workshop of November 29, 2021

1. Motion To: Approve Minutes from Downtown Committee Group Workshop of November 29, 2021

RESULT: **ADOPTED [UNANIMOUS]**
MOVER: Judy Huntosh, EDA Member
SECONDER: Leif Erickson, EDA Member
AYES: Roberts, Huntosh, Husnik, Bain, Lorge, Erickson
ABSENT: Mark Finnemann

7. Approve Minutes from Regular EDA Meeting of December 13, 2021

1. **Motion To:** Approve Minutes from Regular EDA Meeting of December 13, 2021

RESULT: **ADOPTED [UNANIMOUS]**
MOVER: Leif Erickson, EDA Member
SECONDER: Blake Roberts, EDA Member
AYES: Roberts, Huntosh, Husnik, Bain, Lorge, Erickson
ABSENT: Mark Finnemann

8. Washington County CDA Business Needs Assessment Survey Results

Chris Eng, from Washington County CDA, presented information from a Business Needs Assessment Survey and noted the primary concerning factors for businesses include the following:

1. Hiring and retention
2. Marketing and social media
3. Growth and growth management
4. Finding new customers
5. Managing workflow

He also indicated a new program called What's Next, and also commented that he is looking for ideas and input from the EDA and other agencies for this new program. Commissioner Lorge suggested reviewing a TV program by Marilyn Carlson Nelson called Inside the Boardroom. Chris said he would look into potentially contacting them. He also noted that the Career Launch program with the school is looking for greater partnerships and discovering what employers are looking for in terms of qualifications for workers.

9. 2022 Work Plan Update

Assistant City Administrator Udem presented the Work Plan for 2022 as a list of priorities and a guiding document of projects to focus on in the coming year. He commented on some of the projects and a 6-month prioritization of that work. He also noted that hiring of a Community Development Director will also be helpful in prioritization of work.

He recommended the completion of the Downtown Planning process with HGI with potential approval of the plan in the second quarter. He noted that tax abatement, business subsidy, and TIF incentive programs, and the marketing of Headwaters 123 as part of the Tech Corridor are also priorities.

City Administrator Casey noted that there would be a discussion of TIF parameters, and projects that would fit into those parameters. He commented that it would be formatted as initial workshop discussions with the EDA and then move the discussion to joint workshops with the Council.

Assistant City Administrator Udem also provided information on the Downtown Planning process and what the next steps will be. He indicated that the online exchange will go live on Wednesday, January 12, 2022 and links will be provided on the City website. He also commented that an in-person engagement will take place on Tuesday, January 25, 2022 at 7:00 p.m. at the City Center. Commissioner Roberts commented on the last update and asked for feedback from the EDA on their thoughts after the presentation. Assistant City Administrator noted that the feedback options are still open. Commissioner Huntosh asked how this will go out to the community to get true engagement. There was further discussion about next steps and pulling feedback together from the EDA and the community.

President Bain suggested designation of a Chair to the Downtown Committee Group help define, provide direction, and lead the group into the implementation phase. Commissioner Huntosh asked about the costs and sequencing of the projects that come out of the Plan. Assistant City Administrator Udem noted that there will be a CIP price list that comes out of the plan based on the given parameters of the Downtown area. He also noted that designating a Chair would help formalize the group.

Assistant City Administrator Udem also provided an update on the Headwaters 123, Tech Corridor, and the Excipio Study. He noted that the lead on the Excipio Study has retired and that a new representative has been assigned to the study. He commented that he will be following up with the new representative to discuss the Excipio Study project.

10. Discussion on Highway 61 Turn Back

Commissioner Roberts discussed the Highway 61 Turn back, MNDot paving the area, and a light pole that needs to be replaced. He asked several questions and for feedback from City Engineer, Ryan Goodman. Engineer Goodman addressed what the turn back would look like and provided insight on the discussions that he has been involved in regarding Hwy. 61. He noted that the County will be doing an access study of Highway 61 from Hugo through Forest Lake and he also addressed the costs of turn back and how that impacts the City budget in the future.

11. Other - City Updates

Assistant City Administrator Udem noted that Open to Business will have in-person office hours starting soon.

12. Washington County Update

Chris Eng commented that this year is the 40-year anniversary of the Washington County CDA and they have generated a report featuring a case study on Forest Lake.

13. Forest Lake Area Chamber of Commerce Update

Commissioner Lorge provided an update that two new businesses that will be moving into Forest Lake very soon.

14. Adjourn

1. Motion To: Adjourn

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Jennifer Lorge, EDA Member
SECONDER:	Sam Husnik, EDA Member
AYES:	Roberts, Huntosh, Husnik, Bain, Lorge, Erickson
ABSENT:	Mark Finnemann

DRAFT