

NOTICE OF AGENDA

ECONOMIC DEVELOPMENT AUTHORITY

Forest Lake City Center – Council Chambers
Forest Lake, Minnesota
[City of Forest Lake - Livestream and Recorded Meetings](#)

January 8, 2024 – 5:30 PM

- 1) Call to Order
- 2) Roll Call
- 3) Pledge of Allegiance
- 4) Approve the Agenda
- 5) Approve Minutes from Regular Meeting of December 11, 2023
- 6) Closed session pursuant to Minnesota Statutes § 13D.05, Subd. 3(c)(3), to develop or consider offers or counteroffers for the purchase or sale Lot 1, Block 2, Deponti First Addition, and Lot 1, Block 1, Deponti Third Addition, Washington County, Minnesota.
- 7) Updates
 - a. City
 - b. Washington County
 - c. Forest Lake Area Chamber of Commerce
 - d. Other
- 8) 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 all Board and Commission Meetings



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

Regular Meeting

~ Minutes ~

Monday, December 11, 2023

5:30 PM

City Center - Council Chamber

1. Call to Order

2. Roll Call

Attendee Name	Title	Status	Arrived
Mara Bain	EDA President	Present	
Sam Husnik	EDA Member	Present	
Jenny Lorge	EDA Member	Present	
Jeff Larson	EDA Member	Present	
Jill Grindahl	EDA Member	Absent	
Chris Hoyt	EDA Member	Present	

3. Pledge of Allegiance

4. Approve the Agenda

Motion: EDA Member Larson made a Motion to Approve the Agenda as submitted.
Motion seconded by EDA Member Hoyt. Motion carried 5-0.

5. Approve EDA Meeting Minutes from Regular Meeting of October 9, 2023

Motion: EDA President Bain made a Motion to Approve the EDA minutes from the Regular Meeting of October 9, 2023, as submitted.

Motion seconded by EDA Member Husnik. Motion carried 5-0.

6. CBRE Listing Agreement Amendment Recommendation

Community Development Director Wittman reviewed the recommendation to renew the listing agreements with CBRE that are expiring. The agreement would extend the listings to December 10, 2024 for Headwaters 123 and April 7, 2024 for Fenway Avenue parcels. Community Development Director Wittman shared background information about each parcel and noted that vacant land can be used to spur economic development to determine the role the City will play in development of public-owned parcels. Community Development Director Wittman asked the EDA members to consider the approach for these properties and propose a recommendation to the City Council.

EDA Member Lorge asked for the price of each parcel. Community Development Director Wittman stated they would look.

EDA Member Husnik asked about the ponds on the sites and how that would impact development.



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President Bain asked for clarification on the recommendation. Community Development Director Wittman stated it is open to the City Council for recommendation for both properties and to consider a different approach for Fenway.

EDA Member Hoyt asked if the purchase agreement received was for the Fenway parcel. Community Development Director Wittman affirmed this information. They requested a site plan to be provided with the purchase agreement. There were concerns about the multi-tenant proposal. This purchase agreement should have been provided to the Economic Development Authority.

President Bain asked if bringing the purchase agreement to the Economic Development Authority would generate discussion about a different approach. Community Development Director Wittman stated staff would like to market the property to end-users rather than a developer, as it allows the City to work with one individual or business rather than 12 different users.

EDA Member Lorge asked if the City wants to control the users of the property. Community Development Director Wittman shared they do not want to control the users, but ensure the users provide economic development opportunities for the City. The developer was trying to create office warehouse storage. The City has received inquiries from manufacturers as well.

Community Development Director Wittman stated they could provide the purchase agreement at the next meeting. The issue tonight is the CBRE listing agreement.

President Bain asked if the offer from the purchase agreement is still on the table. They would like to see this come to the Economic Development Authority table to facilitate conversation. This site has been challenging to develop and if there is something on the table, it should be considered.

EDA Member Lorge asked if CBRE would receive a commission and what the company is doing to help with the listing. Community Development Director stated they have done marketing and have the listing on the websites. They have brought two different tech-based users.

EDA Member Lorge asked if the City set the pricing for the lots, noting the lots were appraised which helped set the price. Community Development Director stated the amended listing agreement is provided in the packet.

President Bain stated there is recommendation to the City Council to approve the CBRE Listing

Motion: President Bain made a Motion to Recommend the CBRE Listing Agreement Amendment to City Council for approval.

Motion seconded by EDA Member Husnik. Motion carried 5-0.



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7. Southwest Forest Lake Area Study

Community Development Director Wittman received a request from Chris Taylor, property owner across from Headwaters 123. The resident was looking for assistance in constructing Fenway Avenue North. The City previously stated they would build the roads when development continued. The City Council was not ready to contribute to the roads at this time. The City Council considered developing infrastructure on roadways for neighborhood use currently rather than 4-lane roads. There is no guiding infrastructure plan for development in these areas. The City Council questioned whether the Economic Development Authority consider studying this area to guide development in a proactive way.

EDA Member Hoyt asked for clarification on the information provided in the packet. Community Development Director Wittman stated the future land use guides over half of the area for business and non-residential use.

President Bain asked if the infrastructure staging includes staging roadways with Hugo. Community Development Director Wittman confirmed they would consider roadway connections with neighboring towns while also developing the plan for the infrastructure.

EDA Member Lorge asked if there was any cost to the City for this study. Community Development Director Wittman stated this could be a possibility but wanted to check if the Economic Development Authority would help with the project prior to moving forward.

EDA Member Husnik stated there is some work that is already done. They would need to consider the road network and water. There is a nice area for future transportation options.

President Bain stated they received bond funding for the Southwest Area Stormwater Funding and asked how these projects could intersect to provide funding. This funding is for land acquisition, planning, and engineering. Community Development Director Wittman stated this study would look at different layers and provide policies for development as growth occurs.

Informational; no action required.

8. Forest Lake Area Chamber Year End Report & BR&E Agreement

Nannette LaNasa, President of Forest Lake Area Chamber of Commerce, was not able to attend the meeting. The packet information shared an overview of business retention and expansion efforts in Forest Lake. The Forest Lake Area Chamber worked to support Forest Lake businesses through a variety of means and provided monthly networking opportunities.

Community Development Director Wittman stated the Chamber grows and expands its offering for businesses and recommends the Economic Development Authority considers the BR&E Agreement.



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EDA Member Husnik stated there are new businesses joining the Chamber every month. They are continuing involvement in the community. Community Development Director Wittman stated the Chamber and City have partnered together on various events, including the tree lighting, and the Chamber has provided volunteers from local businesses.

Informational; no action required.

9. Workplan Development

Community Development Director Wittman provided a review of the SWAT analysis. Chris King, Washington County Economic Development Authority, led a goal setting discussion based on this analysis. These goals should be 18 to 36 months.

President Bain stated if Headwaters 123 is not further developed three years from now, it will become a roadblock for development in the South. President Bain stated the goal of no longer being in the development driver seat in three years for this site, and that the City no longer owns this property.

Community Development Director suggested the goal should be to identify and partner with another party for the development of Headwaters 123.

Commissioner Lorge shared the City should continue to develop accessible communication with residents.

EDA Member Lorge stated the goal that there will be refined policies and procedures and City Code.

EDA Member Husnik shared the goal for increased parking downtown.

Commissioner Lorge suggested a goal to work on community branding.

EDA Member Larson shared there could be more development of community events.

President Bain suggested expanding newer events rather than enlarging current events.

EDA Member Hoyt stated a goal could be to expand private and public partnerships.

President Bain wished to see a plan and a guide in three years for the urban-growth area, not including Headwaters 123 or Downtown. Additionally, there needs to be a more detailed plan and direction or downtown development.

Commissioner Lorge suggested a goal to form a committee with younger individuals to see what would encourage them to stay in Forest Lake.



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President Bain suggested there be a stronger leadership community network outside of elected officials.

Chris King asked the commissioners to rank their top five goals.

President Bain stated the next meeting will be in January and they will revisit these goals at that time.

Informational; no action required.

10. Other – City Updates

No updates at this time.

11. Washington County Update

No updates at this time.

12. Forest Lake Chamber of Commerce Update

No updates at this time.

13. Adjourn

Motion: EDA Member Lorge made a Motion to Adjourn the Regularly Scheduled EDA Meeting at 6:25 p.m.

Motion seconded by EDA Member Larson. Motion carried 5-0.