



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 13, 2023

5:30 PM

City Center - Council Chamber

[City of Forest Lake - Livestream and Recorded Meetings](#)

1. Call to Order

2. Roll Call

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

3. Pledge of Allegiance

4. Approve the Agenda

Comments:

Motion to: Approve the Agenda

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Jenny Lorge, Commissioner
SECONDER:	Sam Husnik, Acting President
AYES:	Husnik, Lorge, Hoyt
NAYS:	
ABSTAIN:	
ABSENT:	Bain, Larson, Grindahl

5. Approve EDA Meeting Minutes from February 13, 2023

Comments: Meeting Minutes will be moved to the next EDA Meeting for approval by a quorum.

Motion to: No motion

6. EDA Introduction

Comments: Community Development Director Wittman provided a history of the EDA including involvement in the Downtown and Broadway corridor and other physical developments. She noted the partnerships with the Forest Lake Area Chamber of Commerce, Washington County EDA, Forest Lake Area School District, and Minnesota Technology Corridor. She cited and provided a summary of the most current projects and work plan which included the Downtown Plan, Headwaters 123, Commercial Incentive Improvement Program, and Policy Development.



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Commissioner Hoyt asked how local business owners find out about the Commercial Incentive Improvement Program. Community Development Director Wittman and Assistant City Administrator Udem provided explanation of the ways in which the message about the program is getting out.

7. Budget

Comments: Assistant City Administrator Udem presented an explanation of how the EDA Budget works for the Authority and to present a 10-year projection based on current values. He noted that the EDA Fund is Fund 212 which acts as its own fund separate from the General Fund of the City. He indicated it is funded by an EDA Specific tax levy which is currently set for 2023 at \$150,000. He indicated that the budget discussions begin in July/August where the levy request is determined and eventually included in the overall City Budget. He noted the final check is in October with the adoption of the Budget in December.

Assistant City Administrator Udem noted there are four different “buckets” for the budget including Operations/Wages, Planning, Contract Services, and CIIP (Commercial Improvement Incentive Program) funds. He noted the Operations/Wages includes the Community Development Director and Board Member wages that are set for \$87,500 for 2023. He also noted that the Planning portion is set at \$25,000, the Contract Services allocation is \$7,500.00, and the funding for CIIP (Commercial Improvement Incentive Program) is \$30,000.

Assistant City Administrator Udem noted the fund balance is approximately \$200,000 at this time. He indicated that last year at this time the amount was approximately \$130,000. He cautioned the EDA that good policy is to retain at least 50% of the fund balance as the funding only comes in twice a year. He also discussed future budget considerations.

He provided 10-year projections and assumed a 3.75% increase in the annual operating budget. He noted that at the end of ten (10) years there is only approximately \$23,559 of uncommitted funds.

8. Other – City Updates

Comments: City Engineer Goodman commented on several projects including stormwater projects, two county road projects, and Highway 8 project. He indicated that when the Highway 8 project is completed it will greatly open up the area for development. He commented on the full reconstruction of Everton Avenue and 11th Avenue noting the improved safety and connectivity for the area. He indicated that Washington County will be at the April Council Workshop for discussion on the projects.



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Community Development Director Wittman mentioned bonding for a new public works site and redevelopment of Tower Park, regional stormwater in the southern portion of the City, and redevelopment of Eureka Avenue around Clear Lake. She also mentioned some potential commercial developments noting that much of the residential development coming in has slowed.

Assistant City Administrator Udem noted he spoke with Bruce Chamberlain regarding the boat launch study that is now in process. He also indicated that he applied for the MN Real Estate Journal's Municipal City of the Year Award and that Forest Lake has made the finalist list.

9. Washington County Update

Comments: No updates

10. Forest Lake Chamber of Commerce Update

Comments: Nannette LaNasa provided an update regarding the Optimize Your Business Summit indicating there were over fifty (50) participants. She also commented on the work she is doing on community events including Spring Fling beginning April 1 through April 14, the Lakes Area Expo on Saturday, April 15. Commissioner Lorge requested readiness of having an EDA booth at the Lakes Area Expo for 2024.

11. Adjourn

Motion to: Adjourn

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Jenny Lorge, Commissioner
SECONDER:	Chris Hoyt, Commissioner
AYES:	Husnik, Lorge, Hoyt
ABSENT:	Bain, Larson, Grindahl