



# ECONOMIC DEVELOPMENT AUTHORITY

1408 Lake Street South  
Forest Lake, MN 55025  
[www.ci.forest-lake.mn.us](http://www.ci.forest-lake.mn.us)

## Regular Meeting

~ Minutes ~

Karin Derauf, Deputy City Clerk

Monday, June 13, 2022

5:30 PM

City Center - Council Chamber

### 1. Call to Order

### 2. Roll Call

Attendee Name	Title	Status	Arrived
Mara Bain	EDA President	Present	
Blake Roberts	Commission Vice-Chair	Present	
Jenny Lorge	Commissioner	Present	
Leif Erickson	Commissioner	Absent	
Sam Husnik	Commissioner	Present	

### 3. Pledge of Allegiance

### 4. Approve the Agenda

Motion to: Approve the Agenda

Comments:

**RESULT:**        **ADOPTED [UNANIMOUS]**  
**MOVER:**         Jenny Lorge, Commissioner  
**SECONDER:**    Blake Roberts, Commissioner  
**AYES:**            Bain, Husnik, Roberts, Lorge  
**NAYS:**  
**ABSTAIN:**  
**ABSENT:**        Erickson

### 5. Approve EDA Meeting Minutes from March 28, 2022

Motion to: Approve EDA Meeting Minutes from March 28, 2022

Comments:

**RESULT:**        **ADOPTED [UNANIMOUS]**  
**MOVER:**         Sam Husnik, Commissioner  
**SECONDER:**    Blake Roberts, Commissioner  
**AYES:**            Bain, Husnik, Roberts, Lorge  
**NAYS:**  
**ABSTAIN:**  
**ABSENT:**        Erickson

### 6. Size Up Business Analytics



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Comments: Assistant City Administrator Udem presented information about Size Up Business Analytics indicating that this provides a detailed analysis of business information. He mentioned that he has not reviewed all the information on the platform because it is so detailed, but it is housed on the [www.eastmetromsp.org](http://www.eastmetromsp.org) website. He noted that the site gives the business owner a comparison of various types of businesses so they can gauge their own business against others in business performance, customers, supplier, and competitor searches, marketing and advertising optimization, and demographics analysis.

Assistant City Administrator Udem provided an example of the site workings with a restaurant search and how Forest Lake compares in the market with other cities, within the County, and within the State. He noted that the site has the capability to provide company aging information, services provided, employee counts and salaries, cost effectiveness of employees based on total revenues. He provided other examples of how the website works and data that can be tracked within the site. He noted that the site is very useful for business plan development when starting a new business and to monitor how existing business are functioning.

Chris Eng provided further information about the site and its uses. He recommended that people contact Tyler Hilsabeck at Open For Business for assistance.

## 7. Chisago County Labor Capacity Study Presentation

Comments: Assistant City Administrator Udem provided information on the Chisago County Labor Capacity Study and noted that the study encapsulated part of Forest Lake and Washington County in some of their information. He also noted that he wanted the EDA to be aware of a labor capacity study. He indicated that these types of studies are important to site selection for developers. He commented that the market is constantly evolving and changing, but there is some shelf-life to the studies which provides relevance for a certain amount of time. He highlighted the capacity for manufacturing in the labor market and noted that 850 new jobs can be added in Chisago County before there would be expected challenges to providing workers to fill jobs. He also highlighted warehousing and supply chain as part of the study assessment and noted that the capacity is 700 new jobs in Chisago County but this is also expanded to the neighboring counties and the estimate is 3,300 new jobs in this market before there would be expected challenges to finding employees.

Assistant City Administrator Udem also highlighted commuter traffic from the report and noted that the workforce in the Chisago County area are commuting out of the county but



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noted that those who are commuting in to the county are coming from around the county rather than from the Minneapolis area.

### 8. City Development Update

Comments: Abbi Wittman, Community Development Director, provided an update for development projects in the city. She noted that she has been evaluating processes and procedures for zoning, planning, and building. She indicated that residential units are decreased for 2022 so far but noted that the City is planning for developments in the future.

She also commented on the commercial market and highlighted several developments that are currently being reviewed. She noted that she is preparing to hire a new City Planner and temporary administrative support for the Development Department.

Commissioner Roberts asked about the EDA taking on part of the budget for a Community Development Director and what the role of the CD Director will be, as well as Assistant City Administrator Udem's role. City Administrator Casey noted that defining roles will take some time and analysis but highlighted the Community Development Director duties. Commissioner Roberts also asked about the city owned property by Houles. City Administrator Casey commented that the property is under review for valuation.

### 9. Downtown Plan Next Steps

Comments: Assistant City Administrator Udem commented on the next steps for the Downtown Plan and noted that the planning process is nearing its end. He highlighted the Open House attendance and public comment online. He indicated that the plan will be brought back to the EDA in July, then to the Planning Commission on July 13, then to the Parks, Trails, and Lakes Commission for their July meeting, and then on July 25 the Plan will go before the Council for adoption.

President Bain commented on the feedback from the Parks, Trails, and Lakes Commission and noted that moving the boat ramp and the boathouse should be reconsidered. She indicated that additional feedback was to leave the playground where it is as well. Commissioner Roberts commented that a better alternative to moving the boat ramp is to move the trailer parking and leave the ramp where it is. President Bain asked for the feedback to be iterated to the various commission groups. Assistant City Administrator noted that the feedback will be incorporated and updated by Bruce Chamberlain of HKGI prior to release of the final draft of the Plan. He also noted that Washington County has



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reviewed the Plan and they have provided feedback which has been sent to HKGI. There was discussion on when to bring Bruce Chamberlain in for a last check-in with the Downtown Committee on the Open House and online feedback submissions.

### 10. Other

Comments: President Bain commented that there are two open seats on the EDA. Commissioners Mark Finnemann and Judy Huntosh have stepped down.

### 11. Washington County Update

Comments: Chris Eng from Washington County CDA provided comments on the available funds from the EPA. He noted that the Technology Corridor website will be updated. He also commented on the business advisory and resources the Washington County CDA offers. He also noted the 2022 Budget for the County will be about the same as last year.

### 12. Forest Lake Area Chamber of Commerce Update

Comments: Commissioner Lorge commented on the Golf event being hosed on July 25.

### 13. Adjourn

Motion to: Adjourn

Comments:

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Sam Husnik, Commissioner
<b>SECONDER:</b>	Jenny Lorge, Commissioner
<b>AYES:</b>	Bain, Husnik, Roberts, Lorge
<b>ABSENT:</b>	Erickson