



# 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, October 10, 2022

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	Present	
Blake Roberts	Commission Vice-Chair	Present	
Sam Husnik	Commissioner	Absent	
Jenny Lorge	Commissioner	Absent	Remote
Leif Erickson	Commissioner	Present	

### 3. Pledge of Allegiance

### 4. Approve the Agenda

Comments:

Motion to: Approve the Agenda

<b>RESULT:</b>	<b>ADOPTED [4 to 0]</b>
<b>MOVER:</b>	Leif Erickson, Commissioner
<b>SECONDER:</b>	Blake Roberts, Commissioner
<b>AYES:</b>	Bain, Roberts, Erickson
<b>NAYS:</b>	
<b>ABSTAIN:</b>	
<b>ABSENT:</b>	Husnik, Lorge

### 5. Approve EDA Meeting Minutes from September 12, 2022

Comments: President Bain asked for the Meeting Minutes of September 12, 2022 to be moved to the next meeting for approval when there is a quorum.

### 6. Downtown Plan Update – Boat Launch Study Scoping

Comments: Assistant City Administrator Udem noted that several projects are dependent on the boat launch being moved. He indicated that the sequencing and staging steps are to look at the feasibility of possibly moving the boat launch. He noted that the boat launch will have to include conversations with the DNR as there is an agreement held in place with them. He cited trailer parking, addition of transient slips, shoreline enhancements, and expansion of the marina and Your Boat Club, should also be considered in relation to the boat launch study scoping.



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Assistant City Administrator Udem noted that a boat launch relocation study should include coordination with the DNR on feasibility of the boat launch move, identification of possible alternative locations for the boat launch and boat trailer parking, cost projections for the alternative locations, cost projections for alternative parking, trailer space requirements, and cost participation or grants.

He also commented on transient boat slips and marina expansion. He noted study information should include determination of the best location, coordination with the DNR on requirements for additional boat slips, coordination with DNR and Your Boat Club on requirements for expansion of Your Boat Club marina, detailed project cost projections, maximum capacity for boat slips in DNR and local numbers, and depth of water impact or possible dredging.

Assistant City Administrator Udem commented on shoreline enhancements which would include determine the best location for a canoe/kayak beach landing and lock stanchions, development of a plan for shoreline restoration and enhancements, coordination with the DNR on project requirements, identification of possible cost sharing opportunities for projects, coordination of meetings with Parks, Trails, and Lakes Commission to ensure restorations and enhancements are in alignment with future park plans, detail of project cost projections, scope of snowmobile access or limits to access, and grant funds available for snowmobile access.

President Bain commented that she would like information on a shared work plan model and costs for an outside agency and Staff to work on together to scope out the projects.

Commissioner Erickson commented that the scope of the study should be named appropriately to include all the mentioned projects and not just the boat launch.

Commissioner Roberts commented on the necessity for better communication throughout projects.

Assistant City Administrator Udem commented that Bruce Chamberlain from HKGI has left that firm and is with another agency. He noted that Bruce confirmed he has the capacity to continue on with any further studies.

## 7. Commercial Incentive Program Update

Comments: Assistant City Administrator Udem provided a brief update of the Commercial Incentive Program and noted that there was some expansion to include almost all commercial areas in Forest Lake when it only included the Downtown Area in the past. He indicated that the program was changed from an abatement program to a grant program, along with a name change. He noted that the qualifying zoning districts have been expanded as well. He also noted that the language on data practices information has been changed to provide more clarity as to why certain information



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is required as part of the grant application, and he indicated there is a graduated scale of grant funding available for smaller projects.

Commissioner Erikson commented about the ineligible properties qualifiers and if that can be changed to allow for business owners to apply for grant funding more than once. He suggested a cap for the total amount of grant funding per business owner. Assistant City Administrator Udem suggested eliminating the language completely to allow for ease to the applicants.

Commissioner Erickson asked about timelines for projects and funding. Assistant City administrator Udem commented that he informs business owners to make their application and submit receipts after their project has been completed.

There was some discussion on stormwater features as part of landscaping improvements. Assistant City Administrator Udem commented that he still has attorney reviews and final approval of the policy so it's in place by 2023.

## 8. Community Development Updates

Comments: Community Development Director, Abbi Wittman, commented on the MXR-1 district and updates that have been discussed in the Planning Commission meetings. She noted that the Planning Commission has been reviewing a minimum lot size and comparable standards that would be in the MXR-1 district. She indicated that some of the lot sizes are between 6,500 and 7,500 sq. ft. She also noted that the Planning Commission has asked about accessory dwellings as well as event centers.

President Bain commented on the recent work of the Planning Commission and asked what the target number is for lot sizes. Community Development Director Wittman indicated that there is large amounts of wetland and wetland buffers directing the lot sizes. Commissioner Roberts asked about the Hwy. 61 Corridor and allowable uses. There was discussion about the Corridor and what changes can be made.

Community Development Director Wittman commented about the Parks Master Plan and how this will guide the development of the park system for the community. She also provided information on Shadow Creek Estates and the details of the PUD (Planned Unit Development). She noted that the EDA will review a preliminary concept project in November for the Downtown area.

Commissioner Roberts commented on the event center at the airport. City Administrator Casey indicated the event center at the airport does not impact other potential event centers and noted that there are some compliance challenges that the City is working through with the owner of the event center at the airport.



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### 9. Other – City Updates

Comments: No updates.

### 10. Washington County Update

Comments: No updates.

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

Comments: Nannette LaNasa commented that the Chamber has been onboarding a new staff member and she noted they will be having their annual gala soon. She commented on the Lakes Area Expo and will be looking at potentially reinventing that event. She indicated there are new businesses that have joined the Chamber and she has also been doing partnership work with the school's Career Launch program. She commented on other work being done by the Chamber of Commerce.

### 12. Adjourn

Motion to: Adjourn

<b>RESULT:</b>	<b>ADOPTED [4 to 0]</b>
<b>MOVER:</b>	Leif Erickson, Commissioner
<b>SECONDER:</b>	Blake Roberts, Commissioner
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