

## **NOTICE OF AGENDA**

### **CITY OF FOREST LAKE ECONOMIC DEVELOPMENT AUTHORITY MEETING**

City Center  
April 24, 2017: 5:30 PM

- 1) Call to Order
- 2) Roll Call
- 3) Pledge of Allegiance
- 4) Approve the Agenda – Action
- 5) Approve Bills and Financial Statements – Action
- 6) Approve EDA Meeting Minutes from March 27, 2017 – Action
- 7) Approve EDA Meeting Minutes from April 10, 2017 – Action
- 8) City Center Canopy Quotes – Aaron Parrish (*documents to be provided under separate cover*)
- 9) Airport Business Park Listing Agreement – Aaron Parrish
- 10) Other
  - a. Washington County Updates: Chris Eng
  - b. Chamber of Commerce Updates: Ted Blank
- 11) 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

# General Ledger

## Budget Status

User: Trena.Blume  
 Printed: 4/4/2017 - 2:26 PM  
 Period: 3, 2017



Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
Fund 212	ECONOMIC DEVELOPMENT FUN							
Dept 212-46	CULTURE							
R15	INTERGOVERNMENTAL REVEN							
212-46-1920-33460	EDA/MET COUNCIL HOUSING G	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	R15 Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
R30	MISCELLANEOUS REVENUE							
212-46-1920-36230	EDA/CONTRIBUTIONS & DONA	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	R30 Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Revenue Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
E05	WAGES & BENEFITS							
212-46-1920-51020	EDA/BOARD MEMBERS WAGES	3,000.00	0.00	0.00	3,000.00	0.00	3,000.00	100.00
212-46-1920-51220	EDA/FICA	190.00	0.00	0.00	190.00	0.00	190.00	100.00
212-46-1920-51230	EDA/MEDICARE	40.00	0.00	0.00	40.00	0.00	40.00	100.00
	E05 Sub Totals:	3,230.00	0.00	0.00	3,230.00	0.00	3,230.00	100.00
E10	SUPPLIES							
212-46-1920-52100	EDA/OPERATING SUPPLIES	6,300.00	0.00	0.00	6,300.00	0.00	6,300.00	100.00
	E10 Sub Totals:	6,300.00	0.00	0.00	6,300.00	0.00	6,300.00	100.00
E15	OTHER SERVICES & CHARGES							
212-46-1920-53040	EDA/LEGAL SERVICES	4,200.00	0.00	596.00	3,604.00	0.00	3,604.00	85.81
212-46-1920-53050	EDA/PROF SERV-ENGINEERING	2,100.00	0.00	0.00	2,100.00	0.00	2,100.00	100.00
212-46-1920-53070	ECON DEV/PROF SERV-CONSUL	6,800.00	0.00	0.00	6,800.00	0.00	6,800.00	100.00
212-46-1920-53080	EDA/SEMINARS & TRAINING	525.00	0.00	0.00	525.00	0.00	525.00	100.00
212-46-1920-53220	EDA/POSTAGE	210.00	0.00	0.00	210.00	0.00	210.00	100.00
212-46-1920-53520	EDA/ADS & PUBLICATIONS	315.00	0.00	0.00	315.00	0.00	315.00	100.00
212-46-1920-53600	EDA/INSURANCES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	E15 Sub Totals:	14,150.00	0.00	596.00	13,554.00	0.00	13,554.00	95.79
E18	REPAIR & MAINT & MISC							
212-46-1920-54330	EDA/DUES & SUBSCRIPTIONS	425.00	295.00	295.00	130.00	0.00	130.00	30.59
212-46-1920-54370	EDA/MISC.	31,000.00	0.00	10,000.00	21,000.00	0.00	21,000.00	67.74

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
212-46-1920-54390	EDA/HOUSING MET COUNCIL G	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	E18 Sub Totals:	31,425.00	295.00	10,295.00	21,130.00	0.00	21,130.00	67.24
	Expense Sub Totals:	55,105.00	295.00	10,891.00	44,214.00	0.00	44,214.00	80.24
	Dept 46 Sub Totals:	55,105.00	295.00	10,891.00	44,214.00	0.00		
Dept 212-49 R05	UNALLOCATED TAXES							
212-49-9200-31010	EDA/AD VAL TAXES	23,000.00	0.00	0.00	23,000.00	0.00	23,000.00	100.00
	R05 Sub Totals:	23,000.00	0.00	0.00	23,000.00	0.00	23,000.00	100.00
R15	INTERGOVERNMENTAL REVEN							
212-49-9200-33403	ST MN/MARKET VALUE CREDIT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
212-49-9200-33404	ST MN / MV AG CREDIT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
212-49-9200-33405	MARKET VALUE CREDIT MH &	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	R15 Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
R30	MISCELLANEOUS REVENUE							
212-49-9200-36210	INTEREST EARNINGS/ECON DE	0.00	0.00	55.15	-55.15	0.00	-55.15	0.00
	R30 Sub Totals:	0.00	0.00	55.15	-55.15	0.00	-55.15	0.00
R45	OTHER FINANCING SOURCES							
212-49-9200-39101	SALE OF GENERAL FIXED ASSE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
212-49-9200-39315	TRANSFERS INTO FUND/EDA	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	R45 Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Revenue Sub Totals:	23,000.00	0.00	55.15	22,944.85	0.00	22,944.85	99.76
E25	OTHER FINANCING USES							
212-49-9200-57100	TRANSFER TO OTHER FUNDS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	E25 Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Expense Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Dept 49 Sub Totals:	-23,000.00	0.00	-55.15	-22,944.85	0.00		
	Fund Revenue Sub Totals:	23,000.00	0.00	55.15	22,944.85	0.00	22,944.85	99.76
	Fund Expense Sub Totals:	55,105.00	295.00	10,891.00	44,214.00	0.00	44,214.00	80.24

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
	Fund 212 Sub Totals:	32,105.00	295.00	10,835.85	21,269.15	0.00		
	Revenue Totals:	23,000.00	0.00	55.15	22,944.85	0.00	22,944.85	99.76
	Expense Totals:	55,105.00	295.00	10,891.00	44,214.00	0.00	44,214.00	80.24
	Report Totals:	32,105.00	295.00	10,835.85	21,269.15	0.00		

# Accounts Payable

## Transactions by Account

User: Trena.Blume  
Printed: 04/06/2017 - 11:35AM  
Batch: 00000.00.0000



Account Number	Vendor	Description	GL Date	Check No	Amount	PO No
212-46-1920-53050	BOLTON & MENK INC	NON-ROUTINE ENGINEERING	04/10/2017	98439	6,261.65	
		Vendor Subtotal for Category:46			6,261.65	
				Subtotal for Fund: 212	6,261.65	
				Report Total:	6,261.65	

# Accounts Payable

## Transactions by Account

User: Trena.Blume  
Printed: 04/06/2017 - 11:36AM  
Batch: 00000.00.0000



Account Number	Vendor	Description	GL Date	Check No	Amount	PO No
412-41-1940-53040	KENNEDY & GRAVEN - CHARTE	SOFFIT INVESTIGATION	04/10/2017	98473	475.00	
		Vendor Subtotal for Category:41			475.00	
				Subtotal for Fund: 412	475.00	
				Report Total:	475.00	

# Accounts Payable

## Transactions by Account

User: Trena.Blume  
Printed: 04/20/2017 - 2:46PM  
Batch: 00000.00.0000



Account Number	Vendor	Description	GL Date	Check No	Amount	PO No
412-00-0000-20100	PETERSON COMPANIES	CONTRACTS PAYABLE	04/24/2017	98591	6,512.00	
		Vendor Subtotal for Category:00			6,512.00	
412-41-1940-54370	PETERSON COMPANIES	MISCELLANEOUS EXPENSE	04/24/2017	98591	5,898.00	
		Vendor Subtotal for Category:41			5,898.00	
		Subtotal for Fund: 412			12,410.00	
		Report Total:			12,410.00	



# Economic Development Authority

## Regular Meeting

~ Minutes ~

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

Jolleen Chaika

Monday, March 27, 2017

5:30 PM

Forest Lake City Center

### 1. Call to Order

The meeting was called to order at 5:30 PM.

### 2. Roll Call

Attendee Name	Title	Status	Arrived
Ben Winnick	President	Present	
Blake Roberts	Vice President	Present	
Judy Huntosh	Treasurer	Absent	
Julie LaFleur	Secretary	Absent	
Sam Husnik	Assistant Treasurer	Present	
Mark Finnemann	Member	Present	

### 3. Pledge of Allegiance

### 4. Approve Bills and Financial Statements

- Motion To:** approve Bills and Financial Statements

**RESULT:** CARRIED [3 TO 0]  
**MOVER:** Blake Roberts, Vice President  
**SECONDER:** Sam Husnik, Assistant Treasurer  
**AYES:** Ben Winnick, Blake Roberts, Sam Husnik  
**ABSTAIN:** Mark Finnemann  
**ABSENT:** Judy Huntosh, Julie LaFleur

### 5. Approve EDA Meeting Minutes from February 27, 2017

- Motion To:** approve EDA Meeting Minutes from February 27, 2017

**RESULT:** CARRIED [UNANIMOUS]  
**MOVER:** Mark Finnemann, Member  
**SECONDER:** Sam Husnik, Assistant Treasurer  
**AYES:** Ben Winnick, Blake Roberts, Sam Husnik, Mark Finnemann  
**ABSENT:** Judy Huntosh, Julie LaFleur

### 6. Airport Business Park Listing Agreement – Aaron Parrish

EDA Executive Director Aaron Parrish noted that the listing agreement with Gaughan for the Airport Business Park has expired. EDA Executive Director Parrish introduced John Chirhart



who provided an overview on the marketing approach. Mr. Chirhart discussed the market at present and Gaughan's approach to try to bring new businesses to town.

Discussion was held on the parcels and opportunities for the parcels. Code issues, including building material restrictions, were also discussed. It was suggested that if the listing agreement is renewed that new signage be installed to advertise the property.

EDA Executive Director Aaron Parrish will bring forth an updated listing agreement for the EDA's consideration at a future meeting.

## **7. City Center Canopy Update – Aaron Parrish**

EDA Executive Director Aaron Parrish updated the EDA on the City Center canopy mediation process. A mediator's settlement has been received; EDA Executive Director Parrish and Kennedy & Graven recommend the mediator's settlement. Executive Director Parrish provided details of the settlement agreement.

The EDA discussed the financial implications of the agreement and further discussed some other outstanding corrections needed at the City Center.

A formal settlement agreement will be brought forward for the EDA's consideration at a future meeting.

## **8. Update on 2017 EDA Goals – Aaron Parrish**

The EDA held discussion on proposed goals, including:

1. The creation of a destination marketing organization.
2. Working with property owners on redevelopment.
3. Increasing and enhancing community events such as 4th of July.
4. Marketing the community including an evaluation of current materials, billboards, welcome signs, and working with LATV on short videos highlighting the community.
5. Work on transportation initiatives including access off of I35 at 11th.
6. Deploying high speed broadband in unserved or underserved areas.
7. Bike path beautification
8. Discussing code enforcement
9. Continued evaluation of the Highway 61 Corridor.
10. Evaluate redevelopment and opportunities. Attached are the small area plans that were previously completed.

Commissioner Finnemann commented on putting the goals into action items via workgroups and member assignments.

Discussion was specifically held on involvement with the 4<sup>th</sup> of July planning; a representative from the American Legion will be invited to a future meeting to determine the EDA's level of involvement with the event planning.

EDA Executive Director Aaron Parrish commented that the strategic plan should be considered and the EDA should determine what concepts from that plan can be introduced and refined.

Ex Officio EDA Member Ted Blank added that the number one challenge he hears is local businesses having difficulty filling vacancies. He proposed this group could be a catalyst in moving that forward.

Commissioner Roberts suggested at the next EDA workshop the EDA focuses on narrowing down the goals and assigning members to focus on specific goals.

**9. ~~Closed Session Pursuant to Minn. Stat. 13D.05, Subd. 3(b) – Attorney-Client Privilege~~**

**10. Other**

**11. Adjourn**

**1. Motion To:** adjourn

<b>RESULT:</b>	<b>CARRIED [UNANIMOUS]</b>
<b>MOVER:</b>	Blake Roberts, Vice President
<b>SECONDER:</b>	Sam Husnik, Assistant Treasurer
<b>AYES:</b>	Ben Winnick, Blake Roberts, Sam Husnik, Mark Finnemann
<b>ABSENT:</b>	Judy Huntosh, Julie LaFleur

The meeting adjourned at 6:35 PM.



# Economic Development Authority

## Regular Meeting

~ Minutes ~

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

Jolleen Chaika

Monday, April 10, 2017

5:30 PM

Forest Lake City Center

### 1. Call to Order

The meeting was called to order at 5:30 PM by EDA Vice President Blake Roberts.

### 2. Roll Call

Attendee Name	Title	Status	Arrived
Ben Winnick	President	Absent	
Blake Roberts	Vice President	Present	
Judy Huntosh	Treasurer	Present	
Julie LaFleur	Secretary	Absent	
Sam Husnik	Assistant Treasurer	Present	
Mark Finnemann	Member	Present	

### 3. Pledge of Allegiance

### 4. Modification of Development District No. 2 and the establishment of the Former City Hall TIF District– Aaron Parrish

EDA Executive Director Aaron Parrish updated the EDA on the TIF district establishment for the former city hall site. The next step in the process is modifying the development district. He noted that the TIF will be in place for 14 years.

Rebecca Kurtz with Ehler's and Associates: was present and answered questions from the EDA on the 14 year district.

- Motion To:** approve EDA Resolution 04-10-17-01

<b>RESULT:</b>	<b>CARRIED [UNANIMOUS]</b>
<b>MOVER:</b>	Sam Husnik, Assistant Treasurer
<b>SECONDER:</b>	Blake Roberts, Vice President
<b>AYES:</b>	Blake Roberts, Judy Huntosh, Sam Husnik, Mark Finnemann
<b>ABSENT:</b>	Ben Winnick, Julie LaFleur

### 5. ~~Closed Session Pursuant to Minn. Stat. 13D.05, Subd. 3(b): Attorney-Client Privilege (documents to be provided under separate cover if available)~~

The EDA did not go into a closed session.

## 6. City Center Canopy Update – Aaron Parrish

EDA Executive Director Aaron Parrish updated the EDA on the status of the City Center canopy settlement: A settlement agreement has been received is nearly final; waiting to hear back from two parties on their concurrence. Jim Strommen, with Kennedy and Graven, requested that the EDA consider approval of the settlement agreement with allowance for minor modifications to be made subject to approval of the attorney.

Executive Director Parrish highlighted the settlement terms and recommended approval of the agreement.

The EDA discussed the financial aspects of the settlement prior to voting on the agreement.

- 1. Motion To:** approve settlement agreement and release with provision that attorney can make minor modifications as needed.

<b>RESULT:</b>	<b>CARRIED [UNANIMOUS]</b>
<b>MOVER:</b>	Judy Huntosh, Treasurer
<b>SECONDER:</b>	Mark Finnemann, Member
<b>AYES:</b>	Blake Roberts, Judy Huntosh, Sam Husnik, Mark Finnemann
<b>ABSENT:</b>	Ben Winnick, Julie LaFleur

## 7. Other

## 8. Adjourn

- 1. Motion To:** adjourn

<b>RESULT:</b>	<b>CARRIED [UNANIMOUS]</b>
<b>MOVER:</b>	Sam Husnik, Assistant Treasurer
<b>SECONDER:</b>	Judy Huntosh, Treasurer
<b>AYES:</b>	Blake Roberts, Judy Huntosh, Sam Husnik, Mark Finnemann
<b>ABSENT:</b>	Ben Winnick, Julie LaFleur

The meeting adjourned at 5:49 PM.

# Listing Change Form and Contract Amendment

This form may function as an amendment to the listing agreement between the parties.

Name Forest Lake Business Park  
Address Airport - Fenway and 206  
Listing Agent John Chirhart  
File Location \_\_\_\_\_

<input type="checkbox"/> <b>Price Change</b>  *New List Price \$ _____
<input checked="" type="checkbox"/> <b>Expiration Date Change</b> * Old Expiration Date <u>9/30/2016</u>  * New Expiration Date <u>12/31/2017</u>
<input type="checkbox"/> <b>Other</b> _____ _____ _____ _____ _____

### UPDATE LISTINGS ON THE FOLLOWING:

- |   |  |  |
|---|--|--|
| <input checked="" type="checkbox"/> LoopNet | <input checked="" type="checkbox"/> MNCAR    | <input checked="" type="checkbox"/> MLS                  |
| <input checked="" type="checkbox"/> APTO    | <input checked="" type="checkbox"/> Buildout | <input checked="" type="checkbox"/> Master Listing Sheet |

The undersigned do hereby agree that the listing contract dated 3/24/2010, (original contract date) between the undersigned is changed as shown above. All other terms of such listing contract shall remain unchanged and in full force and effect, except as we may agree in writing to change it in the future.

*Owner acknowledges receipt of a copy of this transmittal form.*

X  
\_\_\_\_\_  
Owner Signature Date  
  
John Chirhart 12/14/16  
Agent Signature Date  
  
\_\_\_\_\_  
Administrative Signature Date