

NOTICE OF AGENDA

ECONOMIC DEVELOPMENT AUTHORITY (EDA) MEETING

[City of Forest Lake - Link to Meeting Livestream](#)

Forest Lake City Center – Council Chambers
Forest Lake, Minnesota

February 10, 2025 – 5:30 PM

1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. Approve the Agenda (Action)
5. Election of Officers
6. Open Forum - Citizen Petitions, Requests and Concerns: Please sign in at the front table.
*The Open Forum is available for residents to express personal opinions for any item of business.
Please limit your comments to three (3) minutes.*
7. Consent Agenda Considerations (Action Items)*
 - a. Approve Minutes from Regular Meeting of January 13, 2025
**EDA may remove any item from the consent agenda for specific consideration.*
8. Presentation: WA County EDA & Open to Business (no packet materials)
9. Regular Agenda (Action Items)
10. Discussion
 - a. City Council/EDA Joint Worksession
11. Updates (Verbal)
 - a. City
 - b. Washington County
 - c. Forest Lake Area Chamber of Commerce
 - d. Other
12. Adjourn

*A quorum of the City Council is possible at all Board and Commission Meetings

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

Date: February 10, 2025

To: *Interim* President Eric Langness and EDA Commissioners

From: Abbi Wittman, Community Development Director

Re: Annual Election of Officers

Per the EDA's Governing Resolution, the EDA is made up of the following officer positions:

1. President
2. Vice-President
3. Secretary
4. Treasurer
5. Assistant Treasurer

Annually, the EDA shall elect a President, Treasurer, and Secretary however it has been past practice to elect all five positions annually. A few things to note:

- The President and Vice-President cannot be the same
- The Secretary, Treasurer and Assistant Treasurer may be held by the same Commissioner
- The offices of Secretary and Assistant Treasurer need not be held by a Commissioner

Enclosed are the EDA's By-laws which outline each of the position's duties. The EDA should elect all five positions which shall serve their term to January 31, 2026.

Requested Action

Staff recommends the EDA move to elect all five positions with, at least the Secretary position, being held by City staff.

BYLAWS OF FOREST LAKE ECONOMIC DEVELOPMENT AUTHORITY

ARTICLE I - THE AUTHORITY

Section 1. Name of Authority. The name of the Authority shall be "Forest Lake Economic Development Authority" (which may sometimes be referred to as the "EDA" or the "Authority"), and its governing body shall be called the Board of Commissioners (the "Board"). The Board shall be the body responsible for the general governance of the Authority and shall conduct its official business at meetings thereof.

Section 2. Seal of Authority. The Authority shall have an official seal, as required by Minnesota Statutes, Section 469.096, Subdivision 1.

Section 3. Office of Authority. The offices of the Authority shall be located at 220 North Lake Street, Forest Lake, MN 55025.

ARTICLE II - OFFICERS

Section 1. Officers. The officers of the Authority shall be President, Vice-President, Treasurer, Assistant Treasurer, and Secretary. The President, the Vice-President and the Treasurer shall be members of the Board and shall be elected annually, and no Commissioner may be both President and Vice-President simultaneously.

Section 2. President. The President shall preside at all meetings of the Board. Except as otherwise authorized by resolution of the Board, the President and the Secretary (the Vice-President, in the Secretary's absence or incapacity) shall sign all contracts, deeds and other instruments made or executed by the Authority, except that all checks of the Authority shall be signed by the Treasurer and Assistant Treasurer. At each meeting the President shall submit such recommendations and information as he or she may consider proper concerning the business, affairs and policies of the Authority.

Section 3. Vice-President. The Vice-President shall perform the duties of the President in the absence or incapacity of the President. In case of the resignation or death of the President, the Vice-President shall perform such duties as are imposed on the President until such time as the Board shall select a new President.

Section 4. Secretary. The Secretary shall keep minutes of all meetings of the Board and shall maintain all records of the Authority. The Secretary shall also have additional duties and responsibilities as the Board may from time to time and by resolution prescribe.

Section 5. Treasurer. The Treasurer shall have the care and custody of all funds of the Authority and shall deposit the same in the name of the Authority in such bank or banks as the Board may select. The Treasurer and Assistant Treasurer shall sign all orders and checks

for the payment of money and shall pay out and disburse such moneys under the direction of the Board. The Treasurer shall keep regular books of accounts showing receipts and expenditures and shall render to the Board, at least annually (or more often when requested), an account of such transactions and also of the financial condition of the authority. The Assistant Treasurer shall act as the Treasurer's agent and assistant to perform the above-described duties, subject to the Treasurer's approval thereof.

Section 6. Additional Duties. The officers of the Authority shall perform such duties and functions as may from time to time be required by the Board or the bylaws or rules and regulations of the Authority.

Section 7. Vacancies. Should the office of President, Vice-President, Treasurer, Assistant Treasurer or Secretary become vacant, the Board shall elect a successor from its membership at the next regular meeting, or at a special meeting called for such purpose, and such election shall be for the unexpired term of said officer.

Section 8. Additional Personnel. The Board may from time to time employ such personnel as it deems necessary to exercise its powers, duties and functions. The selection and compensation of such personnel shall be determined by the Board.

ARTICLE III - MEETINGS

Section 1. Regular Meetings. The Board may hold regular meetings according to a meeting schedule, if any, adopted or revised from time to time by resolution of the Board.

Section 2. Special Meetings. Special meetings of the Board may be called by the President or any two members of the Board for the purpose of transacting any business designated in the call. The call for a special meeting may be delivered at any time prior to the time of the proposed meeting to each member of the Board or may be mailed to the business or home address of each member of the Board at least two (2) days prior to the date of such special meeting. At such special meeting no business shall be considered other than as designated in the call, but if at least four members of the Board are present at a special meeting, any and all business may be transacted at such special meeting. Notice of any special meeting shall be posted and/or published as may be required by law.

Section 3. Emergency Meetings. Emergency meetings shall be held pursuant to Minnesota Statutes, Chapter 471.705, as amended.

Section 4. Quorum. The powers of the Authority shall be vested in the Board. Three Commissioners shall constitute a quorum for the purpose of conducting the business and exercising the powers of the Authority and for all other purposes, but a smaller number may adjourn from time to time until a quorum is obtained. When a quorum is in attendance, action may be taken by the Board upon a vote of a majority of the Commissioners present.

Section 5. Order of Business. At the regular meetings of the Board the following shall be the order of business:

1. Roll call.
2. Approval of the minutes of previous meeting.
3. Bills and communications.
4. Reports.
5. Unfinished business.
6. New business.
7. Adjournment.

All resolutions shall be written or transcribed and shall be retained in the journal of the proceedings maintained by the Secretary.

Section 6. Adoption of Resolutions. Resolutions of the Board shall be deemed adopted if approved by not less than a simple majority of all Commissioners present, unless a different requirement for adoption is prescribed by law. Resolutions may but need not be read aloud prior to vote taken thereon and may but need not be executed after passage.

Section 7. Rules of Order. The meetings of the Board shall be governed by the most recent edition of Robert's Rules of Order.

ARTICLE IV - MISCELLANEOUS

Section 1. Amendments to Bylaws. The bylaws of the Authority shall be amended only by resolution approved by at least three of the members of the Board.

Section 2. Fiscal Year. The fiscal year of the Authority shall coincide with the fiscal year of the City of Forest Lake.

Dated: October 13, 1998

By the Board of Commissioners of the Forest Lake EDA.

Raymond J. Daninger,
President

Robert Morehead,
Secretary



ECONOMIC DEVELOPMENT AUTHORITY

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

Regular Meeting

~ Minutes ~

Monday, January 13, 2025

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	
Sam Husnik	EDA Member	Absent	
Jenny Lorge	EDA Member	Present	
Jeff Larson	EDA Member	Present	
Jill Grindahl	EDA Member	Present	Arrived at 5:32
Chris Hoyt	EDA Member	Present	
Eric Langness	EDA Member	Present	

3. Pledge of Allegiance

4. Approve the Agenda

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

5. Open Forum – Citizen Petitions, Requests, and Concerns

*The Open Forum is available for residents to express personal opinions for any item of business.
Please limit your comments to three (3) minutes.*

Comments: None.

6. Consent Agenda Considerations (Action Items)

Comments: EDA President Bain requested to move Consent Agenda Item 6.a. to the Regular Agenda.

- a. ~~Approve Minutes from Regular Meeting of November 18, 2024~~
- b. Approve Forest Lake Area Chamber of Commerce Cooperative Economic Development Agreement
- c. Approve Washington County Predevelopment Grant Agreement for the Southwest Forest Lake Infrastructure Phasing Project.

Motion: EDA President Bain made a Motion to Approve the Consent Agenda Items 6.b. through 6.c.
Motion seconded by EDA Member Larson. Motion carried 5-0.



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- a. Approve Minutes from Regular Meeting of November 18, 2024

EDA President Bain noted the need to change comments attributed to EDA Member Grindahl that were made by EDA Member Lorge.

Motion: EDA President made a Motion to Approve the November 18, 2024 meeting minutes as revised above.

Motion seconded by EDA Member Langness. Motion carried 6-0.

7. Regular Agenda (Action Items)

a) Interim President and Vice-President Appointments

EDA President Bain stated it was important to appoint an Interim President and Vice President for the Economic Development Authority for a short time since her term as Mayor would be ending at the City Council meeting on January 13, 2025.

EDA Member Langness voiced willingness to serve in this position unless someone else was interested.

Motion: EDA Member Lorge made a Motion to Nominate EDA Member Langness to serve as the Interim President of the Economic Development Authority.

Motion seconded by EDA Member Larson. Motion carried 6-0.

EDA Member Lorge voiced willingness to serve in this position.

Motion: EDA Member Hoyt made a Motion to Nominate EDA Member Lorge to serve as the Interim Vice-President of the Economic Development Authority.

Motion seconded by EDA Member Grindahl. Motion carried 6-0.

8. Discussion

a) Airport Business Park Parcels

EDA President Bain said that the ownership of the adjacent properties to the southern portion of the properties changed. The school district received ownership of the parcel, which could potentially change its future use. Community Development Director Wittman encouraged pausing additional decisions with the southern parcel until there could be communication with the school district.

EDA Member Langness asked if there was an ongoing conversation with a potential buyer. EDA President Bain answered that there was a conversation with an interested party. There was another interested party that withdrew their plans, which reopened opportunities for the southern parcel.



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EDA Member Langness asked if there was any information about why the donation was made and if there was an intended purpose.

EDA Member Grindahl encouraged to pause conversations about the southern parcel. She stated it would make sense to have a cohesive plan with the northern and southern parcels.

EDA Member Grindahl asked about the use of the yellow parcel. EDA President Bain answered that it was a service center site for their purpose, but there had been multiple business plans that were discussed.

EDA Member Hoyt clarified what parcel was donated. EDA President Bain said it was donated by Team Vantage.

Councilmember Roberts said that there could be a potential to do a land swap with the school district and to allow for parking at one lot since there are parking issues. He stated that it could be an advantage when the City sells land to request the first right of refusal to buy it back.

EDA Member Langness asked if there was potential to change land uses and if it would conflict with current zoning, the staff should involve the Planning Commission early in the process.

City Clerk/Acting City Administrator Chaika stated that Community Development Director Wittman noted the importance of communication with the Planning Commission.

9. Updates (Verbal)

a) City

City Clerk/Acting City Administrator Chaika commented that Mark Statz would start as the City Administrator on February 18.

b) Washington County

Economic Development Director Eng stated that the CDA Board met and renewed the contract to provide free technical assistance and gap financing for small businesses in Washington County. He said that the CDA Board renewed the contract with the What's Next CEO Program. He said that the CDA has an EPA grant to pay for phase one and phase two environmental reviews.

EDA Member Grindahl asked for additional information about the What's Next program. Mr. Eng responded that they provide funding and assistance to businesses in the County. They previously had a CEO Networking group to navigate business growth.

c) Forest Lake Area Chamber of Commerce

Nannette LaNasa, President of the Forest Lake Area Chamber of Commerce, said they have worked on 2025 planning. The *Community Guide* is provided by the *Forest Lake Times* and will go to print later in January. President LaNasa has collaborated with Economic Development Director Eng on a



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career launch program. They will gather school leaders and Chamber members throughout the County. President LaNasa mentioned Hometown Holiday was a great event and they are focusing on the Lakes Area Expo.

EDA Member Lorge thanked President LaNasa for the hard work for the Chamber of Commerce over the last year.

d) Other

City Engineer Goodman discussed the Shadow Creek Estates project, noting that 46 townhouses would be permitted between now and the summer. He stated that Hidden Creek finished the street utility portion of their project, which provides 37 single-family homes. The next phase of their project would go to the Planning Commission and provide 45 more homes.

EDA Member Lorge asked if the homes were rentals. City Engineer Goodman answered that the homes were individual ownership to his knowledge.

EDA President Bain thanked the Economic Development Authority for their work.

10. Adjourn

Motion: EDA Member Lorge made a Motion to Adjourn the Regularly Scheduled EDA Meeting at 5:55 p.m.

Motion seconded by EDA Member Langness. Motion carried 6-0.

Date: February 10, 2025

To: EDA Commissioners

From: Abbi Wittman, Community Development Director

Re: 2025 City Council/EDA Joint Worksession

As the EDA is aware, there are a number of outstanding items related to the EDA's 2024-2025 workplan that have yet to be accomplished. A copy of the plan with updates follows:

	2024 Q2	2024 Q3	2024 Q4	2025 Q1	2025 Q2	2025 Q3	2025 Q4
EDA Policy Review							
Business Subsidy							
Tax Increment							
Tax Abatement							
Forgivable Loan ¹							
Housing							
Use Identification							
Program Use Policies ²							
SW Area Study							
Grant Application							
Study Development ³							
Downtown							
Shoreline Study Release							
Downtown Boat Launch ⁴							
Your Boat Club ⁴							
2025 Downtown Priorities							
HW 123							
Consensus Building							
RFP Release							

¹ The EDA provided direction to staff on program updates. Staff is working with legal counsel and program updates should be available by the end of Q1 2025.

² The City has received draft program materials from Washington County CDA. Staff is reviewing for any Forest Lake-specific amendment recommendations. Once approved by the CDA, the City can consider partnering with CDA on the use of its LAHA funds.

³ This study will resume in the spring when wetland delineations can be completed and additional homeowner outreach can occur.

⁴Though the Shoreline Study made recommendations for boat launch alternatives, no action was taken in 2204. However, with damage sustained to the shoreline, launch, and Your Boat Club infrastructure this winter, City staff will be working with the Department of Natural Resources, Your Boat Club, the new Parks and Recreation Commission, etc. to determine next steps for shoreline improvements. This will occur through 2025; staff will keep the EDA apprised of ongoing communications.

Leaving policy review and update, downtown priorities, and Headwaters 123 as outstanding workplan items, staff does not foresee a need to update the plan at this time. That said, there are a number of outstanding items relating to these three items staff will be seeking direction on. Therefore, staff is planning for a joint City Council and EDA workshop near the end of March or early April (date TBD). The primary purpose is to identify next/subsequent workplan action items. While a majority of the worksession will be focused on providing direction for the Headwaters 123 site, staff is seeking the EDA's input on other workplan items which the EDA would like to discuss with the City Council.

Requested Action:

Staff recommends the EDA discuss the upcoming worksession and provide direction to staff on items to potentially include as part of the worksession.