

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

June 9, 2025 – 5:30 PM

1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. Approve the Agenda (Action)
5. 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.
6. Consent Agenda Considerations (Action Items)*
 - a. Approve Minutes from Regular Meeting of March 10, 2025
 - b. Resolution 06-09-25-01 – Affirming Officers and Designating Signing Authority

**EDA may remove any item from the consent agenda for specific consideration.*
7. Regular Agenda (Action Items)
 - a. Commercial Improvement Incentive Program
 - b. 2026 Budget Recommendation – *To Follow*
8. Discussion
 - a. Fenway Needs Assessment – *To Follow*
9. Updates (Verbal)
 - a. City
 - i. SW FL Infrastructure Phasing Plan – No Packet Materials
 - ii. Updated City Meeting Calendar
 - b. Washington County
 - c. Forest Lake Area Chamber of Commerce
 - d. Other
10. 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



ECONOMIC DEVELOPMENT AUTHORITY

Regular Meeting

~ Minutes ~

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

Monday, March 10, 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
Leif Erickson	EDA President	Present	
Eric Langness	EDA Commissioner	Present	
Jill Grindahl	EDA Commissioner	Absent	
Blake Roberts	EDA Commissioner	Present	
Jennifer Lorge	EDA Commissioner	Present	
Chris Hoyt	EDA Commissioner	Present	
Johnathan Wright	EDA Commissioner	Absent	

3. Pledge of Allegiance

4. Approve the Agenda

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

5. 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.*

6. Consent Agenda Considerations (Action Items)*

a. Approve Minutes from Regular Meeting of February 10, 2025

Motion: EDA Commissioner Langness made a Motion to Approve the Consent Agenda, as submitted.
Motion seconded by EDA Commissioner Hoyt. Motion carried 5-0.

7. Regular Agenda (Action Items)

a. GLG Forest Lake Properties LLC Purchase and Pre-Development Agreement First Amendment

Community Development Director Wittman reviewed the background of the agreement with GLG Forest Lake Properties LLC. She explained the phone line that was discovered running through the property.



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EDA President Erickson asked what they found out about the telephone line. Community Development Director Wittman answered that they did not think it served anyone, but they thought it was installed during the Broadway Expansion.

Motion: EDA President Erickson made a Motion to Enter into a Contract for Real Property Purchase and Private Development by and between Forest Lake Economic Development Authority and GLG Forest Lake Properties LLC, a Minnesota Limited Liability Company with minor amendments by the City Attorney.
Motion seconded by EDA Commissioner Hoyt. Motion carried 5-0.

b. Commercial Improvement Incentive Program Update

Community Development Director Wittman reviewed the Commercial Improvement Incentive Program analysis and explained the proposed amendments to make the program easier for businesses and landowners.

EDA Commissioner Hoyt asked if she could consider direct mail. Community Development Director Wittman answered that they could look into it. She said they need to catch a project before it starts, which can prove challenging.

EDA Commissioner Hoyt thought direct mail would help get more action.

Community Development Director Wittman suggested doing direct mailing.

EDA Commissioner Roberts asked if the Economic Development Authority would like to provide a higher reimbursement.

EDA President Erickson asked how their reimbursement program matched up with other comparable cities. Community Development Director Wittman answered that it may be low and she suggested increasing the cost to twenty percent, which would be \$10,000.

EDA Commissioner Roberts asked if they had historically completed five projects a year. Community Development Director Wittman answered that they had not, but they had poor marketing. She wanted to catch developers before the work occurred. She recommended seeing what happened this year prior to changing the amount.

EDA President Erickson said he would like to see a higher amount.

Community Development Director Wittman said they only had fifteen projects that exceeded the \$250,000 level in 2024.



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City Center - Council Chamber

City Administrator Statz provided an example of a matching grant program in his previous city. He suggested that people did not like to fill out the paperwork for funds. He suggested an increased amount for the match.

EDA Commissioner Lorge asked if they considered a different category, such as funding a paint job, light fixtures, or landscaping. Community Development Director Wittman responded that the improvements included outside surfaces that were visible on the exterior.

EDA Commissioner Lorge suggested matching smaller costs of projects. Community Development Director Wittman responded that she thought more projects were smaller.

EDA Commissioner Lorge asked if a smaller shop owner could utilize \$10,000 to do a clean-up. EDA Commissioner Roberts answered that a few small updates could be made for under \$10,000.

EDA Commissioner Hoyt suggested raising the match would be helpful for the program.

Community Development Director Wittman asked if the projects should be \$100,000 or less and they should match it 25 percent, or if they should provide a scale.

EDA Commissioner Langness suggested a scale set apart by \$100,000. Community Development Director Wittman responded that \$100,000 would take the whole budget.

Community Development Director Wittman suggested finding a few options to present to the Economic Development Authority.

EDA President Erickson asked what the win would be – that the money was spent or that more projects were completed.

EDA Commissioner Lorge asked if the goal was to beautify the downtown.

EDA Commissioner Roberts said that allowing for more projects was a good goal rather than focusing on just one building in town.

EDA President Erickson thought if they focused on smaller-cost projects, they would see more people interested in completing projects.

EDA Commissioner Langness suggested incentivizing smaller amounts. He agreed with the idea to do direct mail to promote the program.



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City Center - Council Chamber

EDA Commissioner Lorge suggested specific dialogue in the direct mail about one-to-one matching in the project to help promote continuity downtown.

EDA Commissioner Hoyt stated it would have to be first come, first serve for projects.

EDA President Erickson suggested expanding the project to broader boundaries in Forest Lake and for staff to come back with updates.

EDA Commissioner Hoyt clarified that the project would be expanded City-wide. Community Development Director Wittman asked if they still wanted to expand it to all commercial and industrial and then tweak the parameters to touch smaller projects. She suggested tabling the action and she can bring back multiple scenarios to move forward.

Motion: EDA Commissioner Langness made a Motion to Table until the staff has prepared further to bring back to another meeting.

Motion seconded by EDA Commissioner Lorge. Motion carried 5-0.

8. Discussion

a. EDA Joint (City Council) Workshop Date Setting

Community Development Director Wittman said that the primary conversation was Headwaters 123. She read the proposed dates for the meeting. She said she will select the date that most members can attend.

9. Updates

a. City

Community Development Director Wittman introduced City Administrator Statz. She said that there was an April Chamber Mixer and invited members to attend. She reviewed the Economic Development Authority yearly report.

b. Washington County

c. Forest Lake Area Chamber of Commerce

d. Other

EDA President Erickson shared information about the Lakes Area Expo on March 29th. He encouraged members to attend and passed out tickets.

10. Closed session pursuant to Minnesota Statutes § 13D.05, Subd. 3(c)(3), to develop or consider offers or counteroffers for the purchase or sale Lot 1,



ECONOMIC DEVELOPMENT AUTHORITY

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City Center - Council Chamber

Block 2, Deponti First Addition and Lot 1, Block 1, Deponti Third Addition, Washington County, Minnesota.

Community Development Director Wittman provided development updates as follows:

Motion: EDA Commissioner Langness made a Motion to Move into Closed Session Pursuant to Minnesota Statutes §13D.05 Subdivision 3(c)(3), develop or consider offers or counteroffers for the purchase or sale Lot 1, Block 2, Deponti First Addition and Lot 1, Block 1, Deponti Third Addition, Washington County, Minnesota

Motion seconded by EDA Commissioner Hoyt Motion carried 5-0.

Motion: EDA President Erickson made a Motion to Adjourn the Closed Session and Open the Regularly Scheduled Economic Development Authority Meeting in Council Chambers.

Motion seconded by EDA Commissioner Hoyt. Motion carried 6-0.

11. Adjourn

The Regularly Scheduled EDA Meeting was adjourned at 6:35 p.m.

City of Forest Lake
Washington County, Minnesota

EDA RESOLUTION NO. 06-09-25-01

**A RESOLUTION AFFIRMING THE ECONOMIC DEVELOPMENT AUTHORITY
OFFICERS AND DESIGNATING SIGNING AUTHORITY**

WHEREAS, on February 10, 2025, the Forest Lake Economic Development Authority (“EDA”) held a regularly scheduled meeting and pursuant to the authority in Minn. Stat. § 469.096, elected officers for the EDA; and

WHEREAS, the EDA desires to affirm said elections of the EDA officers effective February 10, 2025; and

WHEREAS, pursuant to the authority in Minn. Stat. § 469.097, subd. 7, the EDA may delegate one or more of its agents or employees with signing authority on behalf of the EDA; and

WHEREAS, the EDA desires to affirm that the President of the EDA and the Treasurer of the EDA shall have signing authority for the EDA to execute any and all documents needed to carry out EDA related business.

NOW, THEREFORE, BE IT RESOLVED by the Forest Lake Economic Development Authority that effective as of February 10, 2025:

1. The following officers were elected:
 - a. Commissioner Leif Erickson as EDA President.
 - b. Commissioner Eric Langness as EDA Vice President.
 - c. Community Development Director Abbi Wittman as EDA Secretary.
 - d. Commissioner Chris Hoyt as EDA Treasurer.
 - e. Community Development Director Abbi Wittman as EDA Assistant Treasurer.
2. The following officers have signing authority for the EDA to execute any and all documents needed to carry out EDA related business:
 - a. EDA President; and
 - b. EDA Treasurer.

Adopted this 9th day of June, 2025.

Leif Erickson, EDA President

STAFF REPORT



EDA MEETING DATE: June 9, 2025

PREPARED FOR: President Erickson and EDA Members

STAFF ORIGINATOR: Abbi Wittman, Community Development Director

AGENDA ITEM: Commercial Improvement Incentive Program (CIIP)

INTRODUCTION:

In November 2024 staff presented the EDA with challenges associated with the EDA's Commercial Improvement Incentive Program ("CIIP"). Highlighting program constraints which may be contributing to its lack of use, the EDA directed staff to amend the program in two ways. The first way was to streamline the process and the second was to expand the program to all non-residential, taxed parcels within the City. At the EDA's meeting in March, the EDA requested City staff modify the program creating funding categories to 'reach as many businesses as possible'.

As a result of that direction and ongoing discussion with members of the business community, staff is proposing the enclosed CIIP guidelines. The new program, if adopted by the EDA, would create three funding tiers:

1. Tier One – would provide 50% reimbursement for any eligible project of \$10,000 or less; maximum reimbursement would be \$5,000
2. Tier Two – Would provide 50% reimbursement for any parking improvement of any size; maximum reimbursement would be \$10,000
3. Tier Three – Would provide 25% reimbursement for any eligible project greater than \$10,000; maximum reimbursement would be \$10,000

ANALYSIS:

Since November staff has worked with the City Attorney to modify the program as directed. As noted in the program guide, reduced from five pages to two, applicant's need to submit an application form, attend one EDA meeting, and then submit for reimbursement after their approved project was completed. This significantly reduces the number of interactions a business owner would need to have with the City/EDA. Additionally, program materials now indicate the program is open to all commercial and industrial properties within the City. If CIIP program changes are accepted and approved by the EDA, the program will become easier for a business/land owner to use, cast a wider applicability net, as well as help streamline the application review and approval process for the EDA and staff.

RECOMMENDATION:

Staff recommends the EDA review the enclosed Program Draft and discuss. If the EDA is favorable to the modified program, the EDA should *move to approve the Commercial Improvement Incentive Program updates*.

Upon approval, staff will finalize the program application form and FAQ, update the EDA's website, and begin marketing the program through existing channels and networks.

ATTACHMENTS:

CIIP Program Draft (dated June 9, 2025)



Forest Lake Economic Development Authority (EDA)

March 10 June 9, 2025 DRAFT Commercial Improvement Incentive Program ("CIIP")

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I. INTRODUCTION

The Commercial Improvement Incentive Program ("CIIP") was created by the City of Forest Lake Economic Development Authority ("EDA") in 2015 and updated in 2021 and 2025. It offers forgivable loans to support local businesses making capital improvements. It is funded by the EDA pursuant the authority in Minnesota Statutes Chapter 469 for the public purposes of providing an impetus for commercial development, increasing employment, and promoting, encouraging and attracting economically sound industry and commerce.

The CIIP encourages property investment by providing forgivable loans of up to ~~1050% of the costs (50:50 cost share)~~ % of eligible ~~exterior~~ improvements or demolition projects. Funding is limited and awarded on a first-come, first-served basis, based on available funds. Properties are eligible one time in a revolving 12-month calendar period.

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III. ELIGIBILITY

Eligible Properties:

- Commercial and Industrial properties
- Must be current on property taxes and city fees
- Must be owned by the applicant or have written owner permission

Ineligible Properties:

- Tax exempt properties
- Properties owned by multi-state chains
- Properties with unpaid taxes or fees
- Properties where a City or EDA official has a financial interest

Eligible Projects:

- Exterior façade improvements including siding, painting, lighting, windows, doors and gutters so long as the improvements are visible from a public street, sidewalk, or Lakeside Memorial Park

- Permanent patios, utility screening, accessibility, landscaping, and other site improvements
- Parking lot improvements including adding additional parking and reconstruction
- Exterior demolition work over 1,000 sq. ft.

Ineligible Projects:

- Interior work, HVAC, code-required fixes, insurance-covered repairs, new construction, routine maintenance, parking surfacing, etc.
- Billboards, roof signs, dynamic display or electronic message boards, or temporary signs
- Purchase or rental of tools and equipment, or for labor performed by the building or business owner, family members, employees, or any other person with a financial interest in the property or business.
- Parking lot maintenance including, but not limited to, cleaning, sealing, resurfacing and restriping
- Improvements started prior to EDA loan agreement approval
- Improvement required as a condition of land use permit approval
- Improvements required to rectify City Code violation created by a business and/or landowner
- Improvements conducted without required local, state or federal permits

III. FUNDING CATEGORIES

Funding for any tier, below, must be match by the business or landowner at a minimum ratio of 1:1. In other words, for every \$1 spent on eligible expenses by the business or landowner, the EDA will provide \$1 reimbursement, up to each category's maximum.

Tier I Projects

- For eligible projects totaling \$10,000 or less, the EDA will reimburse 50% of the eligible expenses (up to \$5,000). Funding for any eligible project will cover 50% of a project's total cost with an annual reimbursement maximum of up to \$5,000.

Tier II Projects

- For eligible parking improvements of any size, the EDA will reimburse 50% of the eligible expenses (up to \$10,000). Funding for eligible parking lot improvements will cover up to 50% of a project's total cost with an annual reimbursement maximum of \$10,000.

Tier III Projects

- For eligible projects totaling greater than \$10,000, the EDA will reimburse 25% of the eligible expenses (up to \$10,000).
- Funding for any eligible project will cover up to 25% of a project's total cost with an annual reimbursement maximum of up to \$25,000.

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~~IV.~~ PROCESS

~~IV.~~

1. Prior to starting work, applicant shall submit a completed application and written cost estimate including an executed loan agreement, to City staff.
2. City staff reviews eligibility and fund availability. If the property and project are eligible, City staff draft a Forgivable Loan Grant Agreement for the applicant to execute.
3. Once City staff receives an executed Forgivable Loan Grant Agreement from the Applicant, staff will place the application on the next EDA an upcoming EDA meeting agenda.
4. The EDA will review and either conditionally approve or deny the application.
 - 3.1. Condition of approval shall be the loan shall not be disbursed unless the applicant remains eligible, and completes the project, and provides necessary documentation to City staff that the work has been completed and contractors have been paid.
 - 4.5. If the application is conditionally approved, the applicant will complete project and provide to the City staff proof of expenses including either a lien waiver or cancelled check and a signed receipt.
 - 5.6. City staff will verify eligibility for forgiveness and distribute loan funds.

Denial of Applications

EDA reserves the right to deny any application.

Indemnification

Recipients must indemnify the City and EDA.

Data Practices

The City will comply with the Minnesota Data Practices Act regarding applicant data.

Appeals

Appeals shall be reviewed by the City Council. Appeals should be sent to:

Abbi Wittman
Community Development Director
City of Forest Lake
1408 Lake Street South
Forest Lake, MN 55025

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







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



2025 AMENDED
City of Forest Lake Meeting Calendar








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
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



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









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2025 AMENDED
City of Forest Lake Meeting Calendar

KEY		
	EDA	EDA - <u>1st Monday of each month</u> at 5:30 pm
	City Council Meeting	2nd and 4th Monday of each month at <u>6:00 PM</u>
	City Council Workshop	3rd Monday of each month at <u>6:00 PM.</u>
	City Council Budget Workshop	Tentative - TBD
	Planning Commission	2nd & 4th Wednesdays at <u>6:00 PM</u> Only one meeting in November and December
	Parks and Recreation Commission	3rd Wednesday of every other month at 5:30 PM
	Airport Commission	1st Wednesday of every other month at <u>6:00 PM</u> (Beginning in February)
	Local Board Meeting	April Meeting Date TBD/Additional date to be added if necessary
City Holiday - Closed		