



MINUTES OF THE REGULAR EDA MEETING

EDA Commissioners Present: Russ Smith, Shelly Peterson, Steve Micke, Dave Bjerkness, Lara Wilkinson, Mike Schultz, Ross Peterson

EDA Members/Ex-Officio Absent: Mike Schultz, Steve Micke (Commissioners), Brian Fritsinger (City); Kelly Zink (Chamber); Connie Christenson (County)

Staff Present: Holly Butcher (City)

Others Present: Al Cottingham (City); Cynthia Poirier (LHB)

CALL TO ORDER

President Shelly Peterson called the meeting to order at 8:03 A.M.

ANNOUNCEMENTS, ADJUSTMENTS, CORRESPONDENCE AND OTHER

One item was added to the Agenda, Cloquet Business Park lot discussion related to a potential business lead.

APPROVAL OF MEETING MINUTES

President Shelly Peterson asked for any corrections or additions to the March 4, 2015 Meeting Minutes? Hearing none she asked for a motion.

Motion: **Commissioner Ross Peterson moved, and Commissioner Bjerkness seconded, that the EDA approve the March 4, 2015 meeting minutes. (Motion passed 5-0.)**

APPROVAL OF FINANCIALS

Ms. Butcher reviewed the financial information for February for the Cloquet EDA. She noted modifications made by the Financial Director this month related to the Fund 203 loan repayments and noted all loans were current. President Shelly Peterson asked for a motion to approve the February 2015 Cloquet EDA financials.

Motion: **Commissioner Smith moved, and Commissioner Ross Peterson, that the EDA approve the February 2015 financials. (Motion passed 5-0.)**



ACTION ITEMS / PRESENTATION / DISCUSSION

Cloquet DNR Pre-Design Study

Ms. Butcher introduced LHB Architectural Project Manager Cynthia Poirier who was hired by the EDA to conduct the Cloquet DNR Pre-Design Study. Ms. Poirier distributed a powerpoint slide summary of the Cloquet DNR Pre-Design Study. She stated that the study was devised collaboratively with the St. Paul and Cloquet DNR offices.

EDA members asked about the current employment levels at the Cloquet DNR office, she responded staffing included 12 FT, 3 PT, plus seasonal staff, and staff affiliated with the Department of Corrections program. In summary Ms. Poirier stated that the current buildings at the Cloquet DNR site range in age from 1957 – 1991. There is currently no circulation within the office and to meet current building code standards the existing 11,020sf building would need to expand to 16,410sf due to those circulation code changes and to account for vacant positions. There were also other critical needs such as a shower/mud room.

Ms. Poirier reviewed the existing DNR buildings onsite, the project goals of the DNR aligning with B3 state sustainability building standards and then she reviewed three different sites in the Business Park, laying out the program needs of the DNR. She stated that the preferred site was the northeast corner of the Industrial portion of the park near the pond. She closed by saying that the goals of the project had been met and the DNR confirmed the Cloquet Business Park is a viable opportunity for them to relocate on. Seasonality is important to them along with other timing needs. She stated that preliminary cost information has been provided to City Staff to further discuss and review with the developer.

Direction: Staff should continue cost discussions with developer and consider next steps with site marketing and DNR.

Cloquet Business Park Lot Discussion

Ms. Butcher presented information on a potential business lead and discussed former lot pricing sheets with the EDA and asked for feedback. Ms. Butcher discussed the type of business and location requested and the EDA responded with the need for retail or strong office presence in the front portion of the business park on lots 9 and 10. Pricing was discussed and EDA members provided Ms. Butcher direction on working with business lead.



2015 EDA Work Plan Goals

Ms. Butcher recapped discussions with the Council from the joint EDA –Council Work session meeting in March stating that the top four EDA goals align with the Council’s goals. She asked for any feedback on the “Other Section” of the EDA goals – should those be incorporated into the current goals or not? Commissioner Ross Peterson stated that he felt goals 5 – 7 took the EDA’s goals and details a step further than the Council to identify priorities and routine work. He suggested that the “Other Section” be removed from the goal list and be considered a future “parking lot” and saved in a separate file.

**Direction: Remove the “Other Section” and save into a separate file and approve goals 1 – 7 as the approved 2015 EDA Work Plan.
(Motion passed 5-0.)**

Informational Updates / EDA Questions

Next meeting date

Wednesday May 6, 2015.

ADJOURNED 10:10 A.M.

Respectfully submitted,

Holly L. Butcher, Community Development Director