

AGENDA
BIG LAKE ECONOMIC DEVELOPMENT AUTHORITY
CITY HALL COUNCIL CHAMBERS
MONDAY, JANUARY 13, 2020
6:00 p.m.

- 1) CALL TO ORDER**
- 2) PLEDGE OF ALLEGIANCE**
- 3) ROLL CALL** (Members: J. Calva, J. Dickinson, K. Geroux, G. Green, A. Heidemann, N. Leslie, R. Johnson, M. Wallen)
- 4) ADOPT AGENDA**
- 5) APPROVE BLEDA MINUTES OF DECEMBER 9, 2019**
- 6) BLEDA BUSINESS ITEMS**
 - 6A. Big Lake Community Brand and Identity Design Project – Interview Panel
 - 6B. Set a Special BLEDA Gathering for the Big Lake Community Fair
 - 6C. BLEDA Commissioner Term Schedule
 - 6D. BLEDA Budget Report and List of Claims – December 2019
 - 6E. Community Development Department Update
- 7) OTHER**
- 8) ADJOURN**

Disclaimer: This agenda has been prepared to provide information regarding an upcoming meeting of the Big Lake Economic Development Authority. This document does not claim to be complete and is subject to change.

Notice of City Council Quorum: A quorum of the City Council members may be present at this meeting. No action will be taken by the Council.



AGENDA ITEM

Big Lake Economic Development Authority

Prepared By: <i>Corrie Scott, BLEDA Secretary</i>	Meeting Date: 1/13/2020	Item No. 5
Item Description: <i>December 9, 2019 Big Lake Economic Development Authority Regular Meeting Minutes</i>	Reviewed By: <i>Hanna Klimmek, BLEDA Executive Director</i>	
	Reviewed By: <i>Clay Wilfahrt, City Administrator</i>	

ACTION REQUESTED

Approve the December 9, 2019 Big Lake Economic Development Authority (BLEDA) Regular Meeting Minutes as presented.

BACKGROUND/DISCUSSION

The December 9, 2019 BLEDA Regular Meeting Minutes are attached for review.

ATTACHMENTS

12-09-19 BLEDA Regular Meeting Minutes

BIG LAKE ECONOMIC DEVELOPMENT AUTHORITY

MEETING MINUTES

MONDAY, DECEMBER 9, 2019

**- DRAFT MINUTES -
NOT APPROVED**

1. CALL TO ORDER

President Jim Dickinson called the meeting to order at 6:00 p.m.

2. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

3. ROLL CALL

Commissioners present: J. Brian Calva, Jim Dickinson, Ken Geroux, Greg Green (arrived at 6:02 p.m.), Alan Heidemann, Rose Johnson, and Mike Wallen. Commissioner absent: Norm Leslie.

Also present: Community Development Director Hanna Klimmek, Finance Director Deb Wegeleben, and Administrative Assistant Sandy Petrowski.

4. ADOPT AGENDA

Commissioner Heidemann motioned to approve the agenda as presented. Seconded by Commissioner Johnson, unanimous ayes, motion carried.

5. APPROVE BLEDA MEETING MINUTES OF NOVEMBER 12, 2019

Commissioner Heidemann motioned to approve the November 12, 2019 BLEDA minutes with the minor typographical correction in the third sentence of the first paragraph on page 3, as discussed. Seconded by Commissioner Calva, unanimous ayes, motion carried.

6. BLEDA BUSINESS ITEMS

6A. APPOINTMENTS OF 2020 BLEDA OFFICER POSITIONS

BLEDA Executive Director Hanna Klimmek thanked Commissioner Dickinson for serving in as BLEDA President following the resignation of Doug Hayes.

Greg Green arrived at 6:02 p.m.

President Dickinson stated that he is currently serving as a director of another EDA as well as an officer on a County EDA which creates a conflict of interest so he will no longer be able to serve as President on the BLEDA but will continue as Commissioner.

Klimmek asked the Commissioners for volunteers or nominations for the positions of BLEDA President, Vice-President, and Treasurer for 2020.

President Dickinson motioned to nominate Alan Heidemann for BLEDA President and recommend his appointment to serve in that position for 2020. Commissioner Heidemann accepted the nomination. Seconded by Commissioner Wallen, unanimous ayes, motion carried.

President Dickinson motioned to nominate Ken Geroux for BLEDA Vice-President and recommend his appointment to serve in that position for 2020. Commissioner Geroux accepted the nomination. Seconded by Commissioner Calva, unanimous ayes, motion carried.

Commissioner Wallen motioned to nominate Rose Johnson for BLEDA Treasurer and recommend her appointment to serve in that position in 2020. Commissioner Johnson accepted the nomination. Seconded by Commissioner Geroux, unanimous ayes, motion carried.

Klimmek reported that staff is recommending to appoint City staff to the positions of BLEDA Secretary and BLEDA Assistant Treasurer for 2020.

Commissioner Johnson motioned to recommend the appointment of Corrie Scott as BLEDA Secretary for 2020 and the appointment of City Finance Director Deb Wegeleben as BLEDA Assistant Treasurer for 2020. Seconded by Commissioner Wallen, unanimous ayes, motion carried.

Klimmek reported that the BLEDA recommendations will be forwarded for the City Council's consideration at their January 8, 2020 regular meeting.

6B. 2020 BLEDA MEETING DATES AND RESCHEDULE MARCH 9, 2020 MEETING

Klimmek presented the 2020 BLEDA meeting dates for review. She stated that staff is requesting that the March 9, 2019 BLEDA meeting date be rescheduled as she will be unavailable to attend that meeting. Staff is recommending that the BLEDA hold the March 2020 meeting on Monday, March 2, 2020.

Commissioner Geroux motioned to reschedule the March 9, 2020 meeting to Monday, March 2, 2020. Seconded by Commissioner Heidemann, unanimous ayes, motion carried.

6C. BLEDA BUDGET AND LIST OF CLAIMS – NOVEMBER 2019

Commissioner Wallen motioned to accept the budget report and approve the BLEDA List of Claims for November 2019 as presented. Seconded by Commissioner Geroux, unanimous ayes, motion carried.

6D. COMMUNITY DEVELOPMENT DEPARTMENT UPDATE

Klimmek reviewed the following:

Business Retention & Expansion Visits YTD:

1/3/19	AutoStop	6/05/19	Industrial Molded Rubber
1/7/19	Bank of Elk River	7/23/19	Ice-O-Metric Contracting, Inc.
1/14/19	Keller Lake Commons	8/07/19	Big Lake Floral
1/14/19	Gess What's Cookin'	8/28/19	ProFusion
2/5/19	West Sherburne Tribune	9/06/19	Sherburne State Bank
2/15/19	Create & Connect Studio	10/01/19	Nystrom Associates
3/14/19	Lupulin Brewing Company	10/03/19	LISI MEDICAL Remmele
3/21/19	Russell's on the Lake	10/22/19	Arconic
4/01/19	Vision Transportation	10/29/19	Williams Dingmann Funeral Homes
4/10/19	Connexus Energy	11/05/19	Minnco Credit Union
5/09/19	Arcadian Salon	12/03/19	Horace Mann - Insurance
5/20/19	Freedom Strategy Group	12/03/19	Terning & Company, Inc.
5/28/19	Northstar Technologies	12/3/19	Kensho Salon
5/28/19	BP Athletics	12/3/19	Chainmail Joe
5/28/19	TJ's Packaging	12/3/19	Garnet Capital
5/28/19	Black Label		

Realtor Visits/Presentations YTD:

1/17/19	The McAlpin Team	2/11/19	Wayne Weber – Re/Max Results
2/5/19	The Galindo Team	2/11/19	Commercial Realty Solutions
2/6/19	Jenna Potter – Oak Realty	3/20/19	Caine Murray
11/14/19	Big Lake Realtor Forum (16)		

Current Development Activity (as of 11/30/19):

Housing:

- Single-Family New Construction Issued Permits 74
- Single-Family New Construction in Review 3

➤ Multi-Family New Construction

- Duffy Development - The Crossing at Big Lake Station Phase II – In Construction.
- Kuepers, Inc. – 105-unit multi-family, market rate new construction project – in pre-development phase.
- Sandhill Villas (HOA) – 12-unit development project – in predevelopment phase

Commercial/Industrial:

- ❖ Minnco Credit Union – New Business / New Construction
 - In construction
- ❖ Caribou Coffee (2nd location) – New Construction
 - In construction
- ❖ Car Condo Project – New Business / New Construction
 - Pre-development
- ❖ Wastewater Treatment Project - Expansion
 - PUD Process – Pre-development
- ❖ Vision Bus - Expansion
 - Pre-development

BLEDA:

- Recommendations for revising the BLEDA Bylaws were presented to the BLEDA during their September meeting. Revisions are currently being reviewed by the City Attorney and will be brought to the Joint Powers Board in January 2020.
- The BLEDA Strategic Plan has been revised to include a city-wide branding project to begin in 2020. The RFP will be issued on January 9, 2020.
- Staff partnered with the St. Paul Area Association of Realtors (SPAAR) to host Big Lake's first Realtor Forum. The Forum provided 2 hours of continuing education credit to Realtors who attended. The Forum was from 8 – 11 a.m. on Thursday, November 14, 2019 – Staff submitted the official application to the State on Friday, August 16, 2019 and received formal approval on September 17, 2019. Sixteen Realtors received credit – the event was a great success and Staff would like to schedule another Forum.

Planning & Zoning:

- Mixed Use Commercial-Industrial Zoning District Ordinance
- Bee Keeping Ordinance
- Commercial Vehicle Parking in Residential Neighborhoods
- Accessory Dwelling Units
- Housekeeping Ordinance
- Comprehensive Plan Implementation
 - Modernizing the Parking Ordinance
 - Reviewing Subdivision Standards to Reduce the need for PUD's
 - Modernizing the Grandfathering Ordinance
- Code Enforcement

Building – Permit Fee Activity:

Permit Type	Permits Issued in Nov. of '19	YTD Total
Single-Family	2	74
Multi-Family	0	2
Commercial New / Remodel / Addition	2	21
Remodel / Decks / Misc.	10	238
HVAC / Mechanical	7	68
Plumbing	7	57
Zoning	5	132
Land Alteration	0	7
TOTAL	33	599

	Permit Fee	Plan Review	TOTAL
Total Fees in Nov.	\$13,746.10	\$4,035.18	\$17,781.28

YTD Total Valuation	YTD Permit Fee + Plan Review
\$32,064,584.07	\$436,768.66

Other:

- Staff received a petition to annex from the land owner of PID 10-120-3400, which is in the Orderly Annexation Agreement area. Annexation has been processed and approved.
- Staff received a petition to annex from the land owner of PID 10-560-0115. Petition is currently being processed as an Annexation by Ordinance as it is not attached to an Orderly Annexation Agreement. Public Hearing was scheduled for November 13, 2019 following a 30-day public comment period. The State has approved the annexation.

7. **OTHER** – None.

8. **ADJOURN**

Commissioner Geroux motioned to adjourn the meeting at 6:15 p.m. Seconded by Commissioner Heidemann, unanimous ayes, meeting adjourned.



AGENDA ITEM

Big Lake Economic Development Authority

Prepared By: Hanna Klimmek, BLEDA Executive Director	Meeting Date: 1/13/2020	Item No. 6A
Item Description: Big Lake Community Brand and Identity Design Project – Interview Panel	Reviewed By: Clay Wilfahrt, City Administrator	
	Reviewed By: N/A	

ACTION REQUESTED

Select three (3) BLEDA Commissioners to represent the BLEDA on the interview panel for the selection of the Big Lake Community Brand and Identity Design Project consultant.

BACKGROUND/DISCUSSION

On January 10, 2020, Staff issued a Request for Proposals (RFP) for the Big Lake Community Brand and Identity Design Project. Being that this project will be led by the BLEDA, it would be ideal to have strong representation on the interview panel when selecting the consultant who will facilitate the project and deliver the product.

The consultant selection schedule is as follows:

- Issue RFP January 10, 2020
- Questions Due January 31, 2020
- Proposals Due February 7, 2020
- Interviews Week of February 10, 2020
- Council Approval February 26, 2020

Staff will also ask the City Council for one (1) Council member to participate on the panel, and there will likely be 2-3 City Staff members included as well.

FINANCIAL IMPACT

N/A

STAFF RECOMMENDATION

Discuss and select three (3) BLEDA Commissioners to represent the BLEDA on the interview panel for the selection of the Big Lake Community Brand and Identity Design Project consultant.

ATTACHMENTS

N/A



AGENDA ITEM

Big Lake Economic Development Authority

Prepared By: <i>Hanna Klimmek, BLEDA Executive Director</i>	Meeting Date: 1/13/2020	Item No. 6B
Item Description: <i>Set Special BLEDA Gathering for the 2020 Big Lake Chamber and Industry Community Fair</i>	Reviewed By: <i>Clay Wilfahrt, City Administrator</i>	
	Reviewed By: <i>N/A</i>	

ACTION REQUESTED

Set a special BLEDA gathering for Saturday, March 21, 2020 from 9:00 a.m. to 12:00 p.m. at the Big Lake High School (501 Minnesota Avenue) for the Big Lake Chamber of Commerce and Industry Community Fair.

BACKGROUND/DISCUSSION

The 2020 Big Lake Chamber of Commerce and Industry Community Fair will take place on Saturday, March 21, 2020, from 9:00 a.m. to 12:00 p.m. at Big Lake High School.

As there may be a quorum of BLEDA Commissioners at this event, staff is asking the BLEDA to set a Special BLEDA gathering for Saturday, March 21, 2020, from 9:00 a.m. to 12:00 p.m. at the Big Lake High School located at 501 Minnesota Avenue.

The BLEDA and City share a booth at the Fair. Attached is a sign-up sheet with the hours available for staffing the booth at this year's event. Please review this schedule, indicate a time that you could staff the booth, and forward the hours to Hanna Klimmek, BLEDA Executive Director, at 763-251-2979 or hklimmek@biglakemn.org, no later than Friday, March, 14, 2020.

If you have any questions, please contact me at 763-251-2979 or hklimmek@biglakemn.org.

FINANCIAL IMPACT

N/A

STAFF RECOMMENDATION

N/A

ATTACHMENTS

Sign-Up Schedule

SIGN UP SCHEDULE

2020 BIG LAKE CHAMBER COMMUNITY FAIR

**Big Lake High School (501 Minnesota Avenue)
Saturday, March 21, 2020, 9:00 a.m. - 12:00 p.m.**

TIME	M. Wallen	S. Hansen	R. Johnson	P. Knier	S. Zetervall	A. Heidemann	J. Dickinson	G. Green	K. Geroux	J.B. Calva	H. Klimmek
9:00-9:30											
9:30-10:00											
10:00-10:30											
10:30-11:00											
11:00-11:30											
11:30-12:00											

- time staffing Vendor Fair booth



AGENDA ITEM

Big Lake Economic Development Authority

Prepared By: <i>Hanna Klimmek, BLEDA Executive Director</i>	Meeting Date: 1/13/2020	Item No. 6C
Item Description: <i>BLEDA Commissioner Term Schedule</i>	Reviewed By: <i>Clay Wilfahrt, City Administrator</i>	
	Reviewed By: <i>N/A</i>	

ACTION REQUESTED

Create a revised term schedule that provides staggered term end-dates, to recommend to the City Council for approval.

BACKGROUND/DISCUSSION

Throughout the many years of BLEDA Commissioners vacating seats through resignation, becoming ineligible due to sale of City property, terms ending, etc., somehow the term schedule has evolved into triggering four term end-dates of 12/31/20. Staff believes this situation has been created by turn-over and re-assignment of duties.

For discussion purposes:

- Revisions should only be assigned to Seats A, B, C, D, and E
- Appointment terms per the BLEDA Bylaws are six (6) years

Staff suggestions:

- Seats A & B – Both seats were re-appointed for 6-year terms in 2015
 - o Staff suggests that 1 seat term end on 12/31/20 and the other on 12/31/21
- Seat C – Seat was appointed to finish the term for Doug Hayes
 - o Staff suggests this seat term could end on 12/31/2024
- Seat D – Seat was appointed to finish the term for Rose Johnson
 - o Staff suggest this seat term could end on 12/31/2023
- Seat E – Seat was appointed to finish the term for Derek Vetch but the BLEDA revised the term for a 4-year term during their 12/10/18 meeting to create a term end-date of 12/31/20
 - o Staff suggests this seat term could end on 12/21/22

FINANCIAL IMPACT

N/A

STAFF RECOMMENDATION

Discuss and create a revised term schedule that provides staggered term end-dates, to recommend to the City Council for approval.

ATTACHMENTS

Current BLEDA Commissioner Status of Terms

Big Lake Economic Development Authority (BLEDA)

Commissioner Status of Terms

(Appointment Term: 6 years)

Jim Dickinson

SEAT A

BLEDA Term Expires:
Re-Appointed to BLEDA:
BLEDA Title:

12/31/2020
01/2015
Commissioner

Greg Green

SEAT B

BLEDA Term Expires:
Re-Appointed to BLEDA:
BLEDA Title:

12/31/2020
01/2015
Commissioner

J. Brian Calva

SEAT C

BLEDA Term Expires:
Appointed to BLEDA:
BLEDA Title:

12/31/2021
07/2019
Commissioner

Alan Heidemann

SEAT D

BLEDA Term Expires:
Appointed to BLEDA:
BLEDA Title:

12/31/2020
01/2019
President

Ken Geroux

SEAT E

BLEDA Term Expires:
Appointed to BLEDA:
Current BLEDA Title:

12/31/2020
10/2017
Vice-President

Rose Johnson

Re-Appointed to BLEDA:
Elected to Council:
City Council Term Expires:
BLEDA Title:

01/2020
01/2019
12/31/2020
Treasurer / Council Liaison

Mike Wallen

Re-Appointed to BLEDA:
Re-Elected to Council:
City Council Term Expires:
BLEDA Title:

01/2020
01/2019
12/31/2020
Council Liaison



AGENDA ITEM

Big Lake Economic Development Authority

Prepared By: <i>Deb Wegeleben, BLEDA Assistant Treasurer</i>	Meeting Date: 1/13/2020	Item No. 6D
Item Description: <i>BLEDA Budget Report and List of Claims – December 2019</i>	Reviewed By: <i>Hanna Klimmek, BLEDA Executive Director</i>	
	Reviewed By: <i>Clay Wilfahrt, City Administrator</i>	

ACTION REQUESTED

Approve the BLEDA Budget Report and List of Claims for December 2019.

BACKGROUND/DISCUSSION

Attached are the BLEDA December 2019 Budget Report and List of Claims for the BLEDA's review.

ATTACHMENTS

BLEDA December 2019 Budget Report and List of Claims



unaudited

**Big Lake Economic Development Authority
Balance Sheet
December 31, 2019**

Assets	Balance	Comments
Cash	97,618.01	
Taxes Receivable - Delinquent	1,164.90	**will be adjusted after final settlement in January
** Accounts Receivable	5,992.33	
* Notes Receivable	-	
Prepaid - other	-	
*** Land Held for Resale	<u>61,924.65</u>	2013 Audit land value wrote down to 120% of County Value
Total Assets	<u><u>166,699.89</u></u>	

Liabilities and Fund Balance		
Due to Other Funds	45,884.25	Due to the Sewer Fund
Deposits	-	Earnest Money
Accrued Wages/Fringe	1,516.99	
Designated Fund Balance	-	
Unreserved Fund Balance	119,298.65	
Total Liabilities & Fund Balance	<u><u>166,699.89</u></u>	

* Notes Receivable:	<u>-</u>	Payment Due	Status
	-		
** Accounts Receivable			
Scenic Sign Corp.-Lake Plaza Sign	<u>5,992.33</u>	See Statement of Loan/Receivables Activity for Schedule	
	5,992.33		
*** Land Held for Resale			
420 Putman (2018)	10,874.65	PID # 65-403-0430 - tax forfeiture property	
West End of Plaza (2006)	51,050.00	PID #65-584-0105 - Lot @ Corner Fern St & Martin Ave - possible sale	
West End of Plaza (2006)	-	PID #65-554-0115 - Center parking lot @ Lk Shopping Center - SOLD	
	<u>61,924.65</u>		



**Big Lake Economic Development Authority
Statement of Operating Revenues and Expenditures
December 31, 2019**

Revenues	Budget 2019	YTD Actual 2019	Remaining Budget	Comments
RE & PP Taxes - Current	128,700.00	125,769.09	2,930.91	
RE & PP Taxes - Delinquent	500.00	353.55	146.45	
Inter-Govt Revenue	-	-	-	
Donations	-	-	-	
Property Sales	-	-	-	
Other Grant Proceeds	-	-	-	
Interest Earned	400.00	1,044.84	(644.84)	
Sub Total Operating Revenues	129,600.00	127,167.48	2,432.52	
Total Revenues	129,600.00	127,167.48	2,432.52	
Expenditures				
Wages & Fringe	60,458.00	60,298.79	159.21	Community Development Director - 50%
Audit	500.00	480.00	20.00	
Advertising/Marketing	1,100.00	607.49	492.51	
Computers/Software	-	-	-	
Consultants	4,000.00	5,710.00	(1,710.00)	Annual Reports-
Contractors hired	500.00	74.00	426.00	Sharpline Lawn Care- Industrial Park
Engineering	1,000.00	1,366.50	(366.50)	Industrial Park Projects
Legal	3,000.00	8,722.49	(5,722.49)	Industrial Park Projects/Land Sales
Meals	50.00	-	50.00	
Other Operating Expenses	250.00	16.92	233.08	
Postage	60.00	-	60.00	
Recording Fees	150.00	1,177.15	(1,027.15)	Land Sales/IP
Signs/Banners	250.00	-	250.00	
Snow Removal	1,000.00	-	1,000.00	
Special Assessments	-	-	-	2020 on Industrial Park outstanding Assessments
Subscriptions/Dues	650.00	625.00	25.00	MN Marketing Partnership
Training/Schools	1,000.00	924.67	75.33	Community Development Director -
Website	250.00	250.00	-	
Loss on Sale of Asset/Land	-	26,050.00	(26,050.00)	
Total Operating Expenditures	74,218.00	106,303.01	(32,085.01)	
Other Expenditures:				
Interfund Loans Interest Exp	1,377.00	2,126.53	(749.53)	2019 Budget based on extra payment in 2018 - not done
Total Expenditures	75,595.00	108,429.54	(32,834.54)	
Operating Revenues less Expenditures	54,005.00	18,737.94	35,267.06	
Interfund Loan Principal Payment	25,000.00	25,000.00	-	
Project Fund Balance Inc/(Decr)	54,005.00	18,737.94		
**does not include principal interfund loan payment				
Project Cash balance Inc/(Decr)	29,005.00			



Big Lake Economic Development Authority
Statement of Loan/Receivables Activity
December 31, 2019

Notes Receivable

Accounts Receivable

	<u>Original Balance</u>	<u>Remaining Balance</u>	<u>Terms</u>	<u>Comments</u>
* Krutzig, Mike	\$ 6,492.33	\$ 5,992.33	\$3,246 Due 07/01/2010 & 07/01/2011	Delinquent: Pd \$500 7/2011
		<u>\$ 5,992.33</u>		



December 31, 2019

Big Lake Economic Development Authority

Designated Fund Balance

Acquisition/Demo MHFA Program - no longer designated		-
Revolving Loan Program/Facade Improvement Program	All Paid	-
Rental Inspection Program - no longer designated		-
SFHAP - no longer designated		-
BR&E <Pass Thru> - no longer designated		-
		<hr/>
		-

Unreserve Fund Balance

	119,298.65
Total Fund Bal	<u>119,298.65</u>

Reconciliation

GL		
DEFERRED REVENUE - DELO PROPERTY TAX RECEIVABLE	1,164.90	
UNRESERVED FUND BALANCE	<u>118,133.75</u>	
	119,298.65	

SAC CREDITS

	# credits o/s
April 25, 2007 - SAC credits given to BLEDA	14.00
These credit have been awarded to project 11/2019	<u>(14.00)</u>
	-



BIGLAKE, MN
EDA CLAIM LISTS
 2019
 December

Search Name	CHECK	Check Date	Batch Name	Amount	Comments	Act Code
Search Name						
			PR 26 122419	\$1,882.00	Labor Distribution	275-000-00-05-4002
			2019SALPY	\$100.78	2019 7 DAY ACCRUAL FOR SALARIES	275-000-00-05-4010
			2019SALPY	\$98.81	2019 7 DAY ACCRUAL FOR SALARIES	275-000-00-05-4012
			PR 25 121119	\$1,882.00	Labor Distribution	275-000-00-05-4002
			PR 25 121119	\$286.40	Labor Distribution	275-000-00-05-4008
			PR 25 121119	\$31.25	Labor Distribution	275-000-00-05-4009
			2019SALPY	\$1,317.40	2019 7 DAY ACCRUAL FOR SALARIES	275-000-00-05-4002
			PR 25 121119	\$141.15	Labor Distribution	275-000-00-05-4012
			PR 26 122419	\$31.25	Labor Distribution	275-000-00-05-4009
			PR 26 122419	\$143.97	Labor Distribution	275-000-00-05-4010
			PR 26 122419	\$141.15	Labor Distribution	275-000-00-05-4012
			PR 25 121119	\$143.97	Labor Distribution	275-000-00-05-4010
				<u>\$6,200.13</u>		
Search Name						
Search Name BRIGGS & MORGAN						
BRIGGS & MORGAN	081482	12/4/2019	AP120319	\$3,750.00	INDUSTRIAL PARK CLEAN UP	275-000-00-20-4180
Search Name BRIGGS & MORGAN				<u>\$3,750.00</u>		
Search Name CAMPBELL KNUTSON PROFESSIONAL						
CAMPBELL KNUTSON PROFESSIONAL	081613	12/19/2019	AP121719	\$90.90	BLEDA OPTIONS/BLACKBIRD GROUP LLC	275-000-00-20-4170
CAMPBELL KNUTSON PROFESSIONAL	081613	12/19/2019	AP121719	\$223.97	BLEDA MINNCO LAND SALE	275-000-00-20-4170
CAMPBELL KNUTSON PROFESSIONAL	081613	12/19/2019	AP121719	\$105.00	BLEDA LEGAL NOV	275-000-00-20-4170
Search Name CAMPBELL KNUTSON PROFESSIONAL				<u>\$419.87</u>		
Search Name CORPORATE PAYMENT SYSTEMS						
CORPORATE PAYMENT SYSTEMS	081551	12/6/2019	AP120719	\$16.92	BLEDA EXPO	275-000-00-25-4212
Search Name CORPORATE PAYMENT SYSTEMS				<u>\$16.92</u>		
				<u>\$10,386.92</u>		

Special Revenue Fund - Economic Development Authority - Levy \$130,000

2019 - 2020

			2020			
	2017 Actual	2018 Actual	2019 Final Budget	Adopted Budget	\$ Change	% Change
Revenue Budget						
Property Taxes	\$ 49,933	\$ 50,073	\$ 129,200	\$ 129,100	\$ (100)	-0.08%
Intergovernmental	-	1,000	-	-	-	
Loan Repayment Revenue	53,073	1,000	-	-	-	
Loan Interest	1,304	-	-	-	-	
Grants/Donations	-	4,500	-	-	-	
Property Sales	-	25,000	-	-	-	
Transfer In	-	-	-	25,000	25,000	
Refunds & Reimbursements	500	-	-	-	-	
Interest Earned	245	619	400	800	400	100.00%
Total - Revenues:	\$ 105,055	\$ 82,192	\$ 129,600	\$ 154,900	\$ 25,300	19.52%
	-	-	-	-		
Expenditure Budget						
Personnel	\$ -	\$ -	\$ 60,458	\$ 63,796	\$ 3,338	5.52%
Professional Services	10,266	11,587	8,500	6,000	(2,500)	-29.41%
Operations	2,083	16,539	5,260	54,075	48,815	928.04%
Transfer Out	-	-	-	46,362	46,362	
Debt	5,127	3,927	1,377	1,377	-	0.00%
Total - Expenditures	\$ 17,476	\$ 32,053	\$ 75,595	\$ 171,610	\$ 96,015	127.01%
	-	-	-	-		
Excess Revenues/(deficit)	\$ 87,579	\$ 50,139	\$ 54,005	\$ (16,710)		

	2019	2020	2021	2022	2023	2024
Projected Cash Flow Change	55,810	84,815	43,105	27,105	28,576	25,778
Projected Excess Revenue/(deficit)	54,005	(16,710)	4,884	1,470	(2,797)	18,741
Interfun Loan Principal Payments	(25,000)	(25,000)	(20,884)	-	-	-
Projected Ending Cash	84,815	43,105	27,105	28,576	25,778	44,519



AGENDA ITEM

Big Lake Economic Development Authority

Prepared By: <i>Hanna Klimmek, BLEDA Executive Director</i>	Meeting Date: 1/13/2020	Item No. 6E
Item Description: <i>Community Development Department Update</i>	Reviewed By: <i>Clay Wilfahrt, City Administrator</i>	
	Reviewed By: <i>N/A</i>	

ACTION REQUESTED

No Action Required

BACKGROUND/DISCUSSION

The Community Development Department Update is attached for the BLEDA to review.

ATTACHMENTS

Community Development Department Update



Community Development Department Update

1. 2019 Business Retention & Expansion Visits:

1/03/19	AutoStop	6/05/19	Industrial Molded Rubber
1/07/19	Bank of Elk River	7/23/19	Ice-O-Metric Contracting, Inc.
1/14/19	Keller Lake Commons	8/07/19	Big Lake Floral
1/14/19	Gess What's Cookin'	8/28/19	ProFusion
2/05/19	West Sherburne Tribune	9/06/19	Sherburne State Bank
2/15/19	Create & Connect Studio	10/01/19	Nystrom Associates
3/14/19	Lupulin Brewing Company	10/03/19	LISI MEDICAL Remmele
3/21/19	Russell's on the Lake	10/22/19	Arconic
4/01/19	Vision Transportation	10/29/19	Williams Dingmann Funeral Homes
4/10/19	Connexus Energy	11/05/19	Minnco Credit Union
5/09/19	Arcadian Salon	12/03/19	Horace Mann - Insurance
5/20/19	Freedom Strategy Group	12/03/19	Terning & Company, Inc.
5/28/19	Northstar Technologies	12/03/19	Kensho Salon
5/28/19	BP Athletics	12/03/19	Chainmail Joe
5/28/19	TJ's Packaging	12/03/19	Garnet Capital
5/28/19	Black Label	12/20/19	French Twist – Salon & Boutique

2. Current Development Activity (as of 1/8/20):

Housing:

- 2019 Single-Family New Construction Issued Permits 77
- 2020 Single-Family New Construction Issued Permits 1
- Single-Family New Construction in Review 0
- Current vacant residential platted lots 269

- Multi-Family New Construction
 - Duffy Development - The Crossing at Big Lake Station Phase II – In Construction.
 - Kuepers, Inc. – Station Street Apartments - 105-unit multi-family, market rate new construction project – in pre-development phase.
 - Sandhill Villas (HOA) – 12-unit development project – in predevelopment phase

Commercial/Industrial:

- ❖ Minnco Credit Union – New Business / New Construction
 - In construction
- ❖ Car Condo Project – New Business / New Construction
 - Pre-development
- ❖ Wastewater Treatment Project - Expansion
 - PUD Process – Pre-development
- ❖ Vision Bus - Expansion
 - Pre-development
- ❖ Nystrom Associates Rehabilitation Facility
 - Concept phase

4. BLEDA:

- Recommendations for revising the BLEDA Bylaws were presented to the BLEDA during their September meeting. Revisions will be brought to the Joint Powers Board on January 8, 2020.
- The BLEDA Strategic Plan has been revised to include a city-wide branding project to begin in 2020. The RFP will be issued on January 9, 2020.
- During their November 12, 2019 meeting, the BLEDA entered into a Contract for Private Development with the Blackbird Group LLC to newly construct a laundromat facility on the corner of Martin and Fern.
- Staff will be attending the 2020 EDAM Winter Conference on January 23rd and 24th.
- Staff will be attending the MN Public Finance Seminar hosted by Ehlers on February 6th and 7th.
- 2018/2019 Countywide Commercial Industrial Growth (taxable value added):
 - Becker \$7,494,100
 - Elk River \$4,392,600
 - Princeton \$3,461,000
 - **Big Lake \$3,096,500**
 - Zimmerman \$2,893,400
 - Clear Lake \$571,000

5. Planning & Zoning:

- Michael Healy, City Planner, has accepted a planning position with the City of South St. Paul. His last day with the City of Big Lake is January 17, 2020. Community Development is accepting applications through January 6, 2020 hoping to have a new City Planner in place by the beginning of February.
- Working on an ordinance amendment updating the City's Non-conformity (Grandfather) Ordinance.
- Working on an ordinance amendment regarding the maximum area of detached accessory buildings.
- Working on a housekeeping ordinance to clean up the City Code.
- Preparing to hire a summer intern to facilitate code enforcement.

6. Building – Permit Fee Activity:

Permit Type	Permits Issued in Dec. of '19	2019 Total
Single-Family	3	77
Multi-Family	0	2
Commercial New / Remodel / Addition	1	22
Remodel / Decks / Misc.	9	247
HVAC / Mechanical	6	74
Plumbing	5	62
Zoning	1	133
Engineering	0	8
TOTAL	25	625

	Permit Fee	Plan Review	TOTAL
Total Fees in Dec.	\$10,625.30	\$3,506.03	\$14,131.33

2019 Total Valuation	2019 Permit Fee + Plan Review
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\$35,308,205.07

\$450,899.99

7. Other:

Clay Wilfahrt and Hanna Klimmek will be meeting with Planning Commission, BLEDA, and Parks Board officers to work on 2020 goal setting