

AGENDA
BIG LAKE ECONOMIC DEVELOPMENT AUTHORITY
CITY HALL COUNCIL CHAMBERS
MONDAY, FEBRUARY 10, 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, R. Johnson, M. Wallen)
- 4) ADOPT AGENDA**
- 5) APPROVE BLEDA MINUTES OF JANUARY 13, 2020**
- 6) BLEDA BUSINESS ITEMS**
 - 6A. DEED Community Certification Program – Telecommuter Forward!
 - 6B. Open Discussion
 - 6C. BLEDA Budget and List of Claims – January 2020
 - 6D. 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: 2/10/2020	Item No. 5
Item Description: <i>January 13, 2020 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 January 13, 2020 Big Lake Economic Development Authority (BLEDA) Regular Meeting Minutes as presented.

BACKGROUND/DISCUSSION

The January 13, 2020 BLEDA Regular Meeting Minutes are attached for review.

ATTACHMENTS

01-13-20 BLEDA Regular Meeting Minutes

BIG LAKE ECONOMIC DEVELOPMENT AUTHORITY

MEETING MINUTES

MONDAY, JANUARY 13, 2020

**- DRAFT MINUTES -
NOT APPROVED**

1. CALL TO ORDER

President Alan Heidemann 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, *Alan Heidemann, and *Rose Johnson. Commissioners absent: *Mike Wallen and *Norm Leslie.

Also present: BLEDA Executive Director Hanna Klimmek, Assistant Treasurer Deb Wegeleben, and BLEDA Secretary Corrie Scott.

4. ADOPT AGENDA

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

5. APPROVE BLEDA MEETING MINUTES OF DECEMBER 9, 2019

Commissioner Dickinson motioned to approve the December 9, 2019 BLEDA minutes. Seconded by Commissioner Johnson, unanimous ayes, motion carried.

6. BLEDA BUSINESS ITEMS

**6A. BIG LAKE COMMUNITY BRAND AND IDENTITY DESIGN PROJECT –
INTERVIEW PANEL**

BLEDA Executive Director Klimmek reported that a RFP was issued on January 10th for the Community Brand and Identity Design Project. Interviews will be held the week of February 10th during the day. Klimmek proposed that three commissioners sit in on the interviews and make a recommendation to the full Commission that will then be taken to City Council for final approval. Commissioner Calva, Commissioner Geroux, and Commissioner Johnson volunteered to take on this role in February.

6B SET A SPECIAL BLEDA GATHERING FOR THE BIG LAKE COMMUNITY FAIR

BLEDA Executive Director Klimmek reported that the 2020 Big Lake Chamber of Commerce and Industry Community Fair will take place Saturday, March 21st from 9 a.m. to 12 p.m. at the Big Lake High School. The City will have a booth set up where residents can ask questions and learn about the programs and projects going on in Big Lake. Klimmek is requesting that the Commission sets a special BLEDA gathering for the Community Fair.

Commissioner Geroux motioned 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 (501 Minnesota Avenue) for the Big Lake Chamber of Commerce and Industry Community Fair. Seconded by Commissioner Dickinson, unanimous ayes, motion carried.

6C. BLEDA COMMISSIONER TERM SCHEDULE

BLEDA Commissioner Terms are currently set as follows:

<u>Jim Dickinson</u> SEAT A	BLEDA Term Expires: Re-Appointed to BLEDA: BLEDA Title:	12/31/2020 01/2015 Commissioner
<u>Greg Green</u> SEAT B	BLEDA Term Expires: Re-Appointed to BLEDA: BLEDA Title:	12/31/2020 01/2015 Commissioner
<u>J. Brian Calva</u> SEAT C	BLEDA Term Expires: Appointed to BLEDA: BLEDA Title:	12/31/2021 07/2019 Commissioner
<u>Alan Heidemann</u> SEAT D	BLEDA Term Expires: Appointed to BLEDA: BLEDA Title:	12/31/2020 01/2019 President
<u>Ken Geroux</u> SEAT E	BLEDA Term Expires: Appointed to BLEDA: Current BLEDA Title:	12/31/2020 10/2017 Vice-President
<u>Rose Johnson</u>	Re-Appointed to BLEDA: Elected to Council: City Council Term Expires: BLEDA Title:	01/2020 01/2019 12/31/2020 Treasurer / Council Liaison
<u>Mike Wallen</u>	Re-Appointed to BLEDA: Re-Elected to Council: City Council Term Expires: BLEDA Title:	01/2020 01/2019 12/31/2020 Council Liaison

BLEDA Executive Director Hanna Klimmek stated that 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. Klimmek made the following recommendations for updating the BLEDA Commission’s Term Schedule:

- 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

Commissioner Dickinson volunteered to continue in Seat A with a term expiring in 2020, Commissioner Green volunteered to continue in Seat B with a term expiring in 2021, Commissioner J. Brian Calva volunteered to continue in Seat C with a term expiring in 2024, Commissioner Alan Heidemann volunteered to continue in Seat D with a term expiring in 2023, and Ken Geroux volunteered to continue in Seat E with a term expiring in 2022.

Commissioner Geroux motioned to create a revised term schedule with Jim Dickinson in Seat A, Greg Green in Seat B, J.Brian Calva in Seat C, Alan Heidemann in Seat D, and Ken Geroux in Seat E that will be recommended to the City Council for approval. Seconded by Commissioner Johnson, unanimous ayes, motion carried.

6D. BLEDA BUDGET REPORT AND LIST OF CLAIMS – DECEMBER 2019

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

6E. COMMUNITY DEVELOPMENT DEPARTMENT UPDATE

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

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

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

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.

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
\$35,308,205.07	\$450,899.99

Other:

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

Commissioner Green asked about the name of the newest credit union that is coming to Big Lake. BLEDA Executive Director Klimmek stated that the name of the new credit union is Great River Federal Credit Union.

7. **OTHER** – None.

8. **ADJOURN**

Commissioner Dickinson motioned to adjourn the meeting at 6:12 p.m. Seconded by Commissioner Geroux, unanimous ayes, meeting adjourned.



AGENDA ITEM

Big Lake Economic Development Authority

Prepared By: <i>Hanna Klimmek, BLEDA Executive Director</i>	Meeting Date: 2/10/2020	Item No. 6A
Item Description: <i>DEED Community Certification Program – Telecommuter Forward!</i>	Reviewed By: <i>Clay Wilfahrt, City Administrator</i>	
	Reviewed By: <i>N/A</i>	

ACTION REQUESTED

Provide a recommendation to City Council to approve a Resolution in support of telecommuting opportunities and the Telecommuter Forward Certification through the Minnesota Department of Employment and Economic Development (DEED).

BACKGROUND/DISCUSSION

DEED's Office of Broadband Development is now accepting applications to a new economic development tool to help promote the vitality of Minnesota's rural communities – Telecommuter Forward!

The Telecommuter Forward! Program was presented to the Minnesota Legislature by DEED's Broadband team last session. It passed with overwhelming bipartisan support and was signed by Governor Tim Walz in May.

Since 2014, DEED has awarded over \$85Million in broadband infrastructure grants to fund 100 projects across Minnesota, with the goal of border-to-border broadband access. The City of Big Lake has benefited greatly from this funding.

The Telecommuter Forward! Community Certification expands upon these efforts by allowing communities to promote themselves as destinations for Minnesotans who are interested in telecommuting.

Approval of the proposed Resolution will allow the City of Big Lake to become a Telecommuter Forward! Certified Community. Sherburne County approved the same Resolution on January 21, 2020 during their County Board Meeting.

FINANCIAL IMPACT

N/A

STAFF RECOMMENDATION

Provide a recommendation to City Council to approve a Resolution in support of telecommuting opportunities and the Telecommuter Forward Certification through the Minnesota Department of Employment and Economic Development (DEED).

ATTACHMENTS

DEED Press Release
DRAFT Resolution

Permalink: <http://mn.gov/deed/newscenter/social-media/deed-developments/index.jsp?id=1045-416059> (<http://mn.gov/deed/newscenter/social-media/deed-developments/index.jsp?id=1045-416059>)
[View entire list](#)

DEED Begins New Community Certification Program: Telecommuter Forward!

1/14/2020 7:56:55 AM



We're pleased to roll out a new economic development tool to promote the vitality of Minnesota's rural communities – Telecommuter Forward! We know that fast, reliable broadband access improves quality of life, makes businesses more competitive, and provides career opportunities for our Greater Minnesota workforce. Friendly telecommuting policies build on those strengths by adding new potential for startup creation among rural entrepreneurs, co-working spaces that spark creativity, and new opportunities for civic engagement and collaboration.

The Telecommuter Forward! Program was presented to the Minnesota Legislature by DEED's Broadband team last session. It passed with overwhelming bipartisan support and was signed by Governor Tim Walz in May.

DEED's [Office of Broadband Development](https://mn.gov/deed/programs-services/broadband/) (<https://mn.gov/deed/programs-services/broadband/>) is now accepting applications for Telecommuter Forward! Community certification. To become certified in the Telecommuter Forward Program, Minnesota cities, villages, towns, or counties must adopt a resolution that includes a statement of support and commitment to promote telecommuting. The Office of Broadband Development has created a [model resolution](https://mn.gov/deed/programs-services/broadband/telecommuter-forward/) (<https://mn.gov/deed/programs-services/broadband/telecommuter-forward/>) to help get you started.

Since 2014, DEED has awarded over \$85 million in broadband infrastructure grants to fund 110 projects across Minnesota, with the goal of border-to-border broadband access. The Telecommuter Forward! Community certification expands upon these efforts by allowing communities to promote themselves as destinations for Minnesotans interested in telecommuting.

For more information about the application process for Telecommuter Forward! certification, contact the Office of Broadband Development at deed.broadband@state.mn.us (<mailto:deed.broadband@state.mn.us>) or 651-259-7610.

We're planning to recognize our first certified community in February – and there will be more information to come.

– Commissioner Steve Grove



Telecommuter Forward! Community Application Form & DRAFT Resolution

Any political subdivision (city, township, or county) in Minnesota that supports and commits to promote the availability of telecommuting options is eligible for the Telecommuter Forward! Community Certification and may apply through the Office of Broadband Development. The political subdivision must demonstrate compliance with the statutory requirements under [Minn. Stat. § 116J.9923](#). The Office of Broadband Development has created a model resolution, which is available below, that satisfies the minimum statutory requirements to assist communities in this effort.

Please submit this completed form and your community’s Telecommuter Forward! Resolution via email to: deed.broadband@state.mn.us

POLITICAL SUBDIVISION	
Name of Political Subdivision	City of Big Lake
Address	160 Lake Street North
Address	
City	Big Lake
Zip	55309
Web Address	www.biglakemn.org
SINGLE POINT OF CONTACT	
Name	Hanna Klimmek
Title	Community Development Director
Email	hklimmek@biglakemn.org
Phone	763-251-2979 or 320-282-4994

For more information about the application process for Telecommuter Forward! Certification or for any questions about the Telecommuter Forward! Community Model Resolution, please contact the Office of Broadband Development at deed.broadband@state.mn.us or 651-259-7610.

**CITY OF BIG LAKE
MINNESOTA**

A general meeting of the City Council of the City of Big Lake, Minnesota was called to order by Mayor Mike Wallen at 6:00 p.m. in the Council Chambers of City Hall, Big Lake, Minnesota, on February 12, 2020. The following Council Members were present: The following Council Members were present: Seth Hansen, Rose Johnson, Paul Knier, Mike Wallen, and Scott Zettervall. A motion to adopt the following resolution was made by Council Member _____ and seconded by Council Member _____

**CITY OF BIG LAKE
RESOLUTION NO. 2020-XX**

**A RESOLUTION IN SUPPORT OF TELECOMMUTING OPPORTUNITIES
AND TELECOMMUTER FORWARD CERTIFICATION**

WHEREAS, the City of Big Lake supports and commits to promote the availability of telecommuting options;

WHEREAS, the City of Big Lake hereby appoints Hanna Klimmek, Community Development Director, as the single point of contact for coordinating telecommuting opportunities within the City of Big Lake including the following responsibilities:

1. Coordination and partnership with broadband providers, realtors, economic development professionals, employers, employees, and other telecommuting stakeholders.
2. Collaboration with broadband providers and employers to identify, develop, and market telecommuter-capable broadband packages.
3. Communication and partnership with broadband providers and economic development professionals to develop common goals.
4. Promotion of telecommuter-friendly workspaces, such as business incubators with telecommuting spaces, if such a workspace has been established in the political subdivision at the time the political subdivision adopts the resolution.
5. Familiarity with broadband mapping tools and other state-level resources.
6. Maintaining regular communication with the state broadband office.
7. Making regular reports to the City Council of the City of Big Lake.

NOW, THEREFORE, BE IT HEREBY PROCLAIMED by the City of Big Lake to support telecommuting opportunities for the City of Big Lake in its application for Telecommuter Forward! Community certification.

Adopted by the Big Lake City Council this 26th day of February, 2020

Mayor Mike Wallen

Attest:

Gina Wolbeck, City Clerk

The following Council Members voted in favor:

The following Council Members voted against or abstained:

Whereupon the motion was duly passed and executed.

STATE OF MINNESOTA)
)SS.
COUNTY OF SHERBURNE)

The foregoing instrument was acknowledged before me this ____ day of February 2020, by the Mayor and City Clerk of the City of Big Lake, a Minnesota municipal corporation, on behalf of the corporation.

Notary Public



AGENDA ITEM

Big Lake Economic Development Authority

Prepared By: <i>Hanna Klimmek, BLEDA Executive Director</i>	Meeting Date: 2/10/2020	Item No. 6B
Item Description: <i>Open Discussion</i>	Reviewed By: <i>Clay Wilfahrt, City Administrator</i>	
	Reviewed By: <i>N/A</i>	

ACTION REQUESTED

N/A

BACKGROUND/DISCUSSION

With a light agenda, Staff is suggesting to utilize some time for open dialogue. The Strategic Plan Committee will be meeting again in the near future to ensure the Plan remains in line with the goals and vision of the BLEDA as a whole. This discussion will assist the Committee in their work and recommendations for revisions.

FINANCIAL IMPACT

N/A

STAFF RECOMMENDATION

N/A

ATTACHMENTS

N/A



AGENDA ITEM

Big Lake Economic Development Authority

Prepared By: <i>Deb Wegeleben, BLEDA Assistant Treasurer</i>	Meeting Date: 2/10/2020	Item No. 6C
Item Description: <i>BLEDA Budget Report and List of Claims – January 2020</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 January 2020.

BACKGROUND/DISCUSSION

Attached are the BLEDA January 2020 Budget Report and List of Claims for the BLEDA's review.

ATTACHMENTS

BLEDA January 2020 Budget Report and List of Claims



unaudited

**Big Lake Economic Development Authority
Balance Sheet
January 31, 2020**

Assets	Balance	Comments
Cash	94,316.18	
Taxes Receivable - Delinquent	2,553.33	**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>164,786.49</u></u>	

Liabilities and Fund Balance

Due to Other Funds	45,884.25	Due to the Sewer Fund
Deposits	-	Earnest Money
Deferred Revenue	2,553.33	Delinquent Taxes
Accounts Payable	1.65	2019 Expense will be paid in 2020 - recording fees
Accrued Wages/Fringe	-	
Designated Fund Balance	-	
Unreserved Fund Balance	116,347.26	
Total Liabilities & Fund Balance	<u><u>164,786.49</u></u>	

* Notes Receivable:	Payment Due	Status
	<u>-</u>	
	-	
** 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
January 31, 2020**

Revenues	Budget 2020	YTD Actual 2020	Remaining Budget	Comments
RE & PP Taxes - Current	128,700.00	-	128,700.00	
RE & PP Taxes - Delinquent	400.00	-	400.00	
Transfer In from other Fund	25,000.00		25,000.00	Branding Project
Interest Earned	800.00		800.00	
Sub Total Operating Revenues	154,900.00	-	154,900.00	
Total Revenues	154,900.00	-	154,900.00	
Expenditures				
Wages & Fringe	63,796.00	3,408.41	60,387.59	Community Development Director - 50%
Audit	500.00	-	500.00	
Advertising/Marketing	1,100.00	143.34	956.66	
Marketing - Branding Project	50,000.00	-	50,000.00	2020 Branding Project
Computers/Software	-	119.88	(119.88)	Drop Box Space
Consultants	2,000.00	-	2,000.00	Annual Reports
Contractors hired	300.00	-	300.00	Sharpline Lawn Care- Industrial Park
Engineering	500.00	-	500.00	
Legal	3,000.00	-	3,000.00	
Meals	50.00	-	50.00	
Other Operating Expenses	50.00	-	50.00	
Postage	25.00	-	25.00	
Recording Fees	150.00	-	150.00	Land Sales/IP
Signs/Banners	-	-	-	
Snow Removal	500.00	-	500.00	
Special Assessments	46,362.00	-	46,362.00	2020 on Industrial Park outstanding Assessments
Subscriptions/Dues	650.00	-	650.00	MN Marketing Partnership
Training/Schools	1,000.00	295.00	705.00	Community Development Director - Conferences
Website	250.00	-	250.00	
Loss on Sale of Asset/Land	-	-	-	
Total Operating Expenditures	170,233.00	3,966.63	166,266.37	
Other Expenditures:				
Interfund Loans Interest Exp	1,377.00	-	1,377.00	
Total Expenditures	171,610.00	3,966.63	167,643.37	
Operating Revenues less Expenditures	(16,710.00)	(3,966.63)	(12,743.37)	
Interfund Loan Principal Payment	25,000.00	25,000.00	-	
Project Fund Balance Inc/(Decr)	(16,710.00)	(3,966.63)		
**does not include principal interfund loan payment				
Project Cash balance Inc/(Decr)	(41,710.00)			



Big Lake Economic Development Authority
Statement of Loan/Receivables Activity
January 31, 2020

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>		



January 31, 2020

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	-

-

Unreserve Fund Balance

	116,347.26
Total Fund Bal	<u>116,347.26</u>

SAC CREDITS

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

-

2,553.33



BIGLAKE, MN
EDA CLAIM LISTS
 2020
 January

Search Name	CHECK	Check Date	Batch Name	Amount	Comments	Act Code
Act Code 275-000-00-05-4002						
0			PR 1 010820	\$1,987.20	Labor Distribution	275-000-00-05-4002
0			REV2019ACCR	-\$1,317.40	2019 7 DAY ACCRUAL FOR SALARIES	275-000-00-05-4002
0			PR 2 012220	\$1,987.20	Labor Distribution	275-000-00-05-4002
Act Code 275-000-00-05-4002				\$2,657.00		
Act Code 275-000-00-05-4008						
0			PR 1 010820	\$286.40	Labor Distribution	275-000-00-05-4008
Act Code 275-000-00-05-4008				\$286.40		
Act Code 275-000-00-05-4009						
0			PR 1 010820	\$31.25	Labor Distribution	275-000-00-05-4009
0			PR 2 012220	\$31.25	Labor Distribution	275-000-00-05-4009
Act Code 275-000-00-05-4009				\$62.50		
Act Code 275-000-00-05-4010						
0			REV2019ACCR	-\$100.78	2019 7 DAY ACCRUAL FOR SALARIES	275-000-00-05-4010
0			PR 1 010820	\$152.01	Labor Distribution	275-000-00-05-4010
0			PR 2 012220	\$152.01	Labor Distribution	275-000-00-05-4010
Act Code 275-000-00-05-4010				\$203.24		
Act Code 275-000-00-05-4012						
0			REV2019ACCR	-\$98.81	2019 7 DAY ACCRUAL FOR SALARIES	275-000-00-05-4012
0			PR 1 010820	\$149.04	Labor Distribution	275-000-00-05-4012
0			PR 2 012220	\$149.04	Labor Distribution	275-000-00-05-4012
Act Code 275-000-00-05-4012				\$199.27		
Act Code 275-000-00-25-4130						
0 US BANK	004561E	1/27/2020	01.13.20USCC	\$119.88	BLEDA - DROP BOX SPACE	275-000-00-25-4130
Act Code 275-000-00-25-4130				\$119.88		
Act Code 275-000-00-25-4220						
0 BIG LAKE CHAMBER OF COMMERCE	081798	1/13/2020	AP011020	\$150.00	2020 COMMUNITY FAIR	275-000-00-25-4220
0 BIG LAKE CHAMBER OF COMMERCE	081862	1/17/2020	AP011520	\$140.00	2020 COMMUNITY FAIR	275-000-00-25-4220
0 BIG LAKE CHAMBER OF COMMERCE	081798	1/13/2020	VoidCheck	-\$150.00	2020 COMMUNITY FAIR	275-000-00-25-4220
0 BIG LAKE CHAMBER OF COMMERCE	081901	1/24/2020	AP012120	\$143.34	2020 CHAMBER COMMUNITY FAIR BLEDA	275-000-00-25-4220



BIGLAKE, MN
EDA CLAIM LISTS
 2020
 January

Search Name	CHECK	Check Date	Batch Name	Amount	Comments	Act Code
0 BIG LAKE CHAMBER OF COMMERCE	081862	1/17/2020	VoidCheck	-\$140.00	2020 COMMUNITY FAIR	275-000-00-25-4220
Act Code 275-000-00-25-4220				\$143.34		
Act Code 275-000-00-25-4238						
0			2019PREPAIDS	\$295.00	2020 EDAM WINTER CONFERENCE	275-000-00-25-4238
Act Code 275-000-00-25-4238				\$295.00		
				\$3,966.63		



Community Development Department Update

1. Business Retention & Expansion Visits:

01/06/19	Keller Lake Commons	01/31/20	Kensho Salon
01/27/20	Options, Inc.		

2. Current Development Activity (as of 2/05/20):

Housing:

- Single-Family New Construction Issued Permits 2
- Single-Family New Construction in Review 0

- 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
 - Pre-development
 - Sandhill Villas (HOA) – 12-unit development project
 - Pre-development
 - Norland Park Phase Six (6) – 17 lots
 - Pre-development

Commercial/Industrial:

- ❖ Minnco Credit Union – New Business / New Construction
 - In construction (plan to open by June 1, 2020)
- ❖ Car Condo Project – New Business / New Construction
 - Pre-development
- ❖ Wastewater Treatment Project - Expansion
 - Pre-development
- ❖ Vision Bus - Expansion
 - Pre-development
- ❖ Nystrom Associates Rehabilitation Facility
 - Pre-development

4. **BLEDA:**

- Recommendations for revising the BLEDA Bylaws were presented to the BLEDA during their September meeting. Revisions were brought to the Joint Powers Board on January 8, 2020. Revisions were formally approved by the City Council on January 22, 2020.
- The BLEDA Strategic Plan has been revised to include a city-wide branding project to begin in 2020. The RFP was issued on January 9, 2020 and responses were due on February 7, 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 attended the 2020 EDAM Winter Conference on January 23rd and 24th.
- Staff attended the MN Public Finance Seminar hosted by Ehlers on February 6th and 7th.

5. **Planning & Zoning:**

- Working on hiring a new City Planner.
- Preparing to hire a summer intern to facilitate code enforcement.

6. **Building – Permit Fee Activity:**

- Accepting applications for the Chief Building Official position until 2/18/20.

Permit Type	Permits Issued in Jan. of '20	2020 Total
Single-Family	1	1
Multi-Family	0	0
Commercial New / Remodel / Addition	2	2
Remodel / Decks / Misc.	13	13
HVAC / Mechanical	11	11
Plumbing	6	6

Zoning	2	2
Land Alteration	1	1
TOTAL	36	36

	Permit Fee	Plan Review	TOTAL
Total Fees in Jan.	\$5,575.55	\$1,622.65	\$7,198.20

2020 Total Valuation	2020 Permit Fee + Plan Review
\$356,642.76	\$7,198.20