



AGENDA
BIG LAKE ECONOMIC DEVELOPMENT AUTHORITY MEETING
COUNCIL CHAMBERS

MAY 9, 2022

6:00 p.m.

- 1) CALL TO ORDER**
- 2) PLEDGE OF ALLEGIANCE**
- 3) ROLL CALL** (Members: J. Dickinson, K. Geroux, A. Heidemann, C. Hendry, JB. Calva, P. Knier, K. Noding)
- 4) ADOPT AGENDA**
- 5) APPROVE BLEDA MINUTES OF APRIL 11, 2022**
- 6) BLEDA BUSINESS ITEMS**
 - 6A. Vacated Big Lake EDA Commission Seat
 - 6B. BLEDA Budget Report and List of Claims - April, 2022
 - 6C. 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: 5/9/2022	Item No. 5A
Item Description: <i>April 11, 2022 Big Lake Economic Development Authority Regular Meeting Minutes</i>	Reviewed By: <i>Hanna Klimmek, BLEDA Executive Director</i>	
	Reviewed By: <i>N/A</i>	

ACTION REQUESTED

Approve the April 11, 2022 Big Lake Economic Development Authority (BLEDA) Regular Meeting Minutes as presented.

BACKGROUND/DISCUSSION

The April 11, 2022 BLEDA Regular Meeting Minutes are attached for review.

ATTACHMENTS

04-11-22 BLEDA Regular Meeting Minutes

**BIG LAKE ECONOMIC DEVELOPMENT AUTHORITY
MEETING MINUTES**

MONDAY, APRIL 11, 2022

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, Alan Heidemann, Cole Hendry, Paul Knier, and Kim Noding. Commissioners absent: Ken Geroux.

Also present: BLEDA Executive Director Hanna Klimmek and BLEDA Assistant Treasurer Deb Wegeleben.

4. ADOPT AGENDA

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

5. APPROVE BLEDA MEETING MINUTES OF MARCH 14, 2022

Commissioner Knier motioned to approve the March 14, 2022 BLEDA minutes. Seconded by Commissioner Calva, unanimous ayes, motion carried.

6. BLEDA BUSINESS ITEMS

6A. STRATEGIC PLAN – 1ST QUARTER REPORT (JANUARY 1, 2022 – MARCH 31, 2022)

Klimmek reviewed the 1st quarter Strategic Plan report and asked the BLEDA to discuss and recommend revisions.

6B. BLEDA BUDGET AND LIST OF CLAIMS

Knier asked about the Revolving Loan Fund. Klimmek stated that she has talked with businesses about the opportunity and has received feedback that businesses are

interested in expanding parking with a loan, but that no formal applications have been submitted. Hendry asked about the interest rate. Wegeleben stated that it is outlined within the RLF policy on the website.

Commissioner Dickinson motioned to accept the budget report and approve the BLEDA List of Claims for March 2022 as presented. Seconded by Commissioner Noding, unanimous ayes, motion carried.

6C. COMMUNITY DEVELOPMENT DEPARTMENT UPDATE

Klimmek discussed the status of various projects within Community Development. This update included Housing, Commercial and Industrial, BLEDA, Planning and Zoning, Building, and Recreation and Communication.

Knier asked when the developments that are currently in the application process will break ground. Klimmek stated likely not until August or September due to the processes that they must go through for approval. She stated that staff anticipates pressure in August and September from developments to be approved so they can break ground before the ground freezes.

Knier asked when Willy McCoy's will be opening. Klimmek stated that it was originally scheduled in May but that they will likely open around August. She also stated that they are not likely to take the name Willy McCoys as they are considering other options.

7. OTHER

Commissioner Knier motioned to recess the regular session at 6:15 p.m. to go to Closed Session for Item 8A – Consider Purchase of Property (Parcel #65-408-0310, #65-408-0320, and #65-408-0230). Seconded by Commissioner Noding, unanimous ayes, motion carried.

8. CLOSED SESSION

8A. CONSIDER PURCHASE OF PROPERTY (PARCEL #65-408-0310, #65-408-0320, AND #65-408-0230)

Commissioner Noding motioned to open the Closed Session at 6:15 p.m. Seconded by Commissioner Dickinson, unanimous ayes, motion carried.

Commissioners present: J. Brian Calva, Jim Dickinson, Alan Heidemann, Cole Hendry, Paul Knier, and Kim Noding. Commissioners absent: Ken Geroux. Also present: BLEDA Executive Director Hanna Klimmek and BLEDA Assistant Treasurer Deb Wegeleben.

The BLEDA discussed/considered the offer for sale of property identified as parcels #65-408-0310, #65-408-0320, and #65-408-0230, allowed per M.S. 13D.05, subd. 3c3. The BLEDA provided direction to staff on this offer for purchase of property (parcels #65-408-0310, #65-408-0320, and #65-408-0230). No action was taken by the BLEDA during the Closed Session.

Commissioner Knier motioned to close the Closed Session and reconvene the regular meeting at 6:36 p.m. Seconded by Commissioner Noding, unanimous ayes, motion carried.

Commissioner Dickinson motioned to authorize acquisition of parcels #65-408-0310, #65-408-0320, and #65-408-0230 within the amount disclosed in the Closed Session. Seconded by Commissioner Calva, unanimous ayes, motion carried.

9. ADJOURN

Commissioner Knier motioned to adjourn the meeting at 6:39 p.m. Seconded by Commissioner Noding, unanimous ayes, meeting adjourned.



AGENDA ITEM

Big Lake Economic Development Authority

Prepared By: <i>Hanna Klimmek, BLEDA Executive Director</i>	Meeting Date: 5/9/2022	Item No. 6A
Item Description: <i>Vacated Big Lake EDA Commission Seat</i>	Reviewed By: N/A	
	Reviewed By: N/A	

ACTION REQUESTED

Motion to accept the resignation of Commissioner J. Brian Calva and authorize BLEDA staff to advertise for the open position and collect letters of interest from residents who live within city limits, or are a managing agent of a business located within the city limits of the City of Big Lake.

BACKGROUND/DISCUSSION

Commissioner J. Brian Calva provided the city with written notice of his intent to resign from the Big Lake Economic Development Authority (BLEDA) on Friday, April 8, 2022. Within the notice, Commissioner Calva indicated that his last meeting will be on May 9, 2022.

Commissioner Calva was appointed to the BLEDA by the Big Lake City Council in July of 2019. The term expiration of his seat (SEAT C) is 12/31/2024.

The candidate who is recommended by the Committee Interview Panel (BLEDA President, Alan Heidemann; BLEDA Vice President, Ken Geroux; Council Member, Kim Noding; Council Member, Paul Seefeld; BLEDA Executive Director, Hanna Klimmek) will be appointed to serve the remaining time within the term through 12/31/2024.

Thank you, BLEDA Commissioner Calva, for your contributions to the Big Lake Economic Development Authority!

FINANCIAL IMPACT

N/A

STAFF RECOMMENDATION

Staff recommends the BLEDA consider formally approving the resignation of Commissioner J. Brian Calva and authorize BLEDA staff to advertise for the open position and collect letters of interest from residents who live within city limits, or are a managing agent of a business located within the city limits of the City of Big Lake.

ATTACHMENTS

N/A



AGENDA ITEM
Big Lake Economic Development Authority

Prepared By: <i>Deb Wegeleben, BLEDA Assistant Treasurer</i>	Meeting Date: 5/9/2022	Item No. 6B
Item Description: <i>BLEDA Financial Report and List of Claims – April 2022</i>	Reviewed By: <i>Hanna Klimmek, Interim City Administrator</i>	
	Reviewed By: <i>N/A</i>	

ACTION REQUESTED

Approve the BLEDA Financial Report and List of Claims for April 2022

BACKGROUND/DISCUSSION

Attached are the BLEDA April 2022 Financial Report and List of Claims for the BLEDA’s review.

ATTACHMENTS

BLEDA Financial Report and List of Claims

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance			
Interest Earned			03/31/2022 (03/22) Balance	275-000-3999			167.58-			
05/04/2022	CRJE	7	APRIL INTEREST			5.11-				
05/04/2022	JE	20	APRIL INTEREST			24.23-				
YTD Encumbrance		.00	YTD Actual	-196.92	Total	-196.92	YTD Budget	-800.00	Unearned	603.08

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
04/13/2022	PC	20	03/31/2022 (03/22) Balance PAYROLL TRANS FOR 4/9/2022 PAY PERIOD	275-000-00-05-4002	2,280.80		13,899.36
YTD Encumbrance		.00	YTD Actual 16,180.16 Total 16,180.16	YTD Budget 59,309.00	Unexpended 43,128.84		
04/13/2022	PB	29	03/31/2022 (03/22) Balance PAYROLL TRANS FOR 4/9/2022 PAY PERIOD	275-000-00-05-4008	315.54		946.61
YTD Encumbrance		.00	YTD Actual 1,262.15 Total 1,262.15	YTD Budget 3,798.00	Unexpended 2,535.85		
04/13/2022	PB	31	03/31/2022 (03/22) Balance PAYROLL TRANS FOR 4/9/2022 PAY PERIOD	275-000-00-05-4009	31.25		187.50
YTD Encumbrance		.00	YTD Actual 218.75 Total 218.75	YTD Budget 750.00	Unexpended 531.25		
04/13/2022	PB	35	03/31/2022 (03/22) Balance PAYROLL TRANS FOR 4/9/2022 PAY PERIOD	275-000-00-05-4010	174.48		1,063.29
YTD Encumbrance		.00	YTD Actual 1,237.77 Total 1,237.77	YTD Budget 4,538.00	Unexpended 3,300.23		
04/13/2022	PB	33	03/31/2022 (03/22) Balance PAYROLL TRANS FOR 4/9/2022 PAY PERIOD	275-000-00-05-4012	171.06		1,042.45
YTD Encumbrance		.00	YTD Actual 1,213.51 Total 1,213.51	YTD Budget 4,449.00	Unexpended 3,235.49		
04/05/2022	AP	83	03/31/2022 (03/22) Balance BERGANKDV **Inv. No: 1156610 **Desc: 2021 AUDIT- INTERIM BILLING **Inv. Date: 4/5/2022	275-000-00-20-4140	150.00		300.00
YTD Encumbrance		.00	YTD Actual 450.00 Total 450.00	YTD Budget 500.00	Unexpended 50.00		
04/11/2022	AP	213	03/31/2022 (03/22) Balance CAMPBELL KNUTSON PROFESSIONAL **Inv. No: 04112022 **Desc: BLEDA LEGAL PA & TITLE WORK **Inv. Date: 4/11/2022	275-000-00-20-4170	750.00		.00
YTD Encumbrance		.00	YTD Actual 750.00 Total 750.00	YTD Budget 3,000.00	Unexpended 2,250.00		
04/21/2022	AP	587	03/31/2022 (03/22) Balance CIVICPLUS **Inv. No: 224619 **Desc: 2022 WEBSITE ANNUAL RENEWAL **Inv. Date: 4/21/2022	275-000-00-25-4134	250.00		.00
YTD Encumbrance		.00	YTD Actual 250.00 Total 250.00	YTD Budget 250.00	Unexpended .00		
Advertising			03/31/2022 (03/22) Balance	275-000-00-25-4220			66.67
YTD Encumbrance		.00	YTD Actual 66.67 Total 66.67	YTD Budget 1,100.00	Unexpended 1,033.33		
04/25/2022	AP	683	03/31/2022 (03/22) Balance US BANK (E-CHECKS) **Inv. No: 04252022 **Desc: EDAM CONFERENCE **Inv. Date: 4/25/2022	275-000-00-25-4238	345.00		315.00

Date	Journal	Reference Number	Payee or Description			Account Number	Debit Amount	Credit Amount	Balance
YTD Encumbrance		.00 YTD Actual	660.00 Total	660.00 YTD Budget	1,000.00 Unexpended		340.00		
Transfers Out			03/31/2022 (03/22) Balance			275-000-00-71-4612			46,362.00
YTD Encumbrance		.00 YTD Actual	46,362.00 Total	46,362.00 YTD Budget	46,362.00 Unexpended		.00		



unaudited

**Economic Development Authority
Balance Sheet
April 30, 2022**

Assets	Balance	Comments
Cash	83,321.61	
Taxes Receivable - Delinquent	1,410.02	**adjustment each year end
*** Land Held for Resale	<u>61,924.65</u>	
Total Assets	<u><u>146,656.28</u></u>	

Liabilities and Fund Balance

Due to Other Funds	-	
Deferred Revenue	1,410.02	Delinquent Taxes
Accounts Payable	-	
Accrued Wages/Fringe	-	
Unspendable Fund Balance	61,924.65	Land Held for resale
Designated Fund Balance	100,000.00	Revolving Loan Fund
Undesignated Fund Balance	(16,678.39)	
Total Liabilities & Fund Balance	<u><u>146,656.28</u></u>	

*** **Land Held for Resale**

420 Putman (2018)	10,874.65	PID # 65-403-0430
West End of Plaza (2006)	<u>51,050.00</u>	PID #65-584-0105
	61,924.65	

Pending Cash Payments For 2022		
2022 Special Assessments-Transfer	-	
Remaining Wages & Fringe	2,731.66	not charged while Interim
Outstanding Budget Items	7,398.33	
Interfund Loan Payments	-	
Designated Fund Balance	100,000.00	
Outstanding Contracting - Branding	<u>-</u>	
	110,129.99	
Property Tax Payments Projections	127,413.00	at 98% collected by YE Accruals
Projected Cash Balance - YE	100,604.62	



33%

unaudited

**Big Lake Economic Development Authority
Statement of Operating Revenues and Expenditures
April 30, 2022**

Revenues	YTD Actual 2022	Budget 2022	Remaining Budget	Comments
RE & PP Taxes - Current	-	128,700.00	128,700.00	Property Tax first payment to be received in July -
RE & PP Taxes - Delinquent	-	400.00	400.00	
Interest Earned	196.92	800.00	603.08	
Sub Total Operating Revenues	196.92	129,900.00	129,703.08	
Total Revenues	196.92	129,900.00	129,703.08	0%
Expenditures				
Wages & Fringe	20,112.34	72,844.00	52,731.66	Community Development Director - 50% - Will not be ch
Audit	450.00	500.00	50.00	
Advertising/Marketing	66.67	1,100.00	1,033.33	
Consultants	-	2,000.00	2,000.00	Annual Reports - TIF
Contractors hired	-	500.00	500.00	For land owned - upkeep
Engineering	-	500.00	500.00	
Legal	750.00	3,000.00	2,250.00	O&E TITLE WORK
Other Operating Expenses	-	50.00	50.00	
Postage	-	25.00	25.00	
Recording Fees	-	150.00	150.00	Land Sales
Snow Removal	-	500.00	500.00	
Subscriptions/Dues	-	-	-	MN Marketing Partnership
Training/Schools	660.00	1,000.00	340.00	Community Development Director - Conferences
Transfers - Fund 141 IPL	46,362.00	46,362.00	-	Transfer to Industrial Park Fund prior year assessments
Website	250.00	250.00	-	
Total Operating Expenditures	68,651.01	128,781.00	60,129.99	
Other Expenditures:				
Interfund Loans Interest Exp	-	-	-	
Total Expenditures	68,651.01	128,781.00	60,129.99	53%
Operating Revenues less Expenditures	(68,454.09)	1,119.00	69,573.09	
Interfund Loan Principal Payment	-	-	-	

Projected Fund Balance Inc/(Decr) (68,454.09) 1,119.00

**does not include principal interfund loan payment

Projected Cash balance Inc/(Decr) (68,454.09)



April 30, 2022

Big Lake Economic Development Authority

Designated Fund Balance

2021 Revolving Loan Fund Established

100,000.00
100,000.00

Unreserve Fund Balance

Total Fund Bal (16,678.39)
83,321.61

Reconciliation

GL

DEFERRED REVENUE - DELQ PROPERTY TAX RECEIVABLE	1,410.02	
UNRESERVED FUND BALANCE	(18,088.41)	
TOTAL OF UNRESERVE FUND BALANCE	<u>(16,678.39)</u>	

SAC CREDITS

April 25, 2007 - SAC credits given to BLEDA
These credit have been awarded to project 11/2019

# credits o/s	14.00
	<u>(14.00)</u>
	-



Community Development Department Update

1. Permit Activity (as of 4/22/22):

Permit Type	Permits Issued in YTD 2022
Single-Family	10
Multi-Family	0
Commercial Projects	20
Residential Projects	70
HVAC/Mechanical	33
Plumbing	28
Zoning	20
Land Alteration	0
Fire	4
TOTAL	185

*2021 YTD = 236 Permits Issued; 52 Single-Family

YTD 2022 Total Valuation

\$22,139,860

*2021 = \$15,536,647

YTD 2022 Permit Fee + Plan Review

\$202,491

*2021 = \$242,743

Housing Notes:

- Available shovel-ready buildable lots = Nearly gone!
- The City Council approved Prairie Meadows Third Addition Final Plan and Final PUD on 4/27/22 – 75 owner-occupied twinhomes/townhomes at full build out

- The City Council approved Marketplace Crossing Final Plat and Final PUD on 4/27/22 – 60 rental units
- Accepted a concept plan application from JP Brooks for Northland Meadows, which will be presented during the 5/4/22 Planning Commission meeting – 85 owner-occupied single family and 20 owner-occupied townhomes/villas

Commercial/Industrial Notes:

- Big Lake Car Condos, Arrow Components, and Premier Marine are in construction
- 1-4 Zoning District – Ground Breaking Ceremony was held on 4/18/22 – Access to the district is currently under construction

2. BLEDA:

- BLEDA will be reviewing the City's tax incentive policies following Sherburne County's potential policy changes
 - Hanna Klimmek has volunteered to be on a committee to review the Sherburne County Tax Abatement Policy
 - Northland Securities provided an educational workshop on both TIF and Tax Abatement at 5 pm on April 11, 2022 prior to the scheduled BLEDA meeting
- BLEDA continues to focus on marketing, business retention & expansion, selling industrial park land, and increasing community presence
- Contract for Private Development – EDA parcel located on the corner of Martin/Fern
 - Full Service Laundromat concept to close by December 31, 2022

3. Planning & Zoning:

- Code Revision Project – The Subdivision Ordinance meeting regarding recommended changes occurred on 4/19/22 – Discussion was brought to the Planning Commission on 5/4/22
- Variance(s):
 - Signage at 1200 Minnesota Avenue, Premier Marine
- Transportation Planning: Parkway Feasibility Study will be in front of the Planning Commission for discussion in June.

4. Recreation & Communication:

- Recreation
 - Community Gardens
 - Farmers Market (Summer & Winter)
 - Music in the Park (10-Year Anniversary in 2022)
 - Movie in the Park

- Special Events Permitting

➤ Communications

- New Brand – City Hall signage has been installed
- Working with CivicPlus on website redesign

5. Other:

- Participation in the Sherburne County Comprehensive Plan (repeal & replace)
- CD is participating in the CMRP – Transportation Task Force