

AGENDA
BIG LAKE ECONOMIC DEVELOPMENT AUTHORITY
CITY HALL COUNCIL CHAMBERS
MONDAY, MAY 11, 2020
6:00 p.m.

- 1) **CALL TO ORDER**
- 2) **PLEDGE OF ALLEGIANCE**
- 3) **ROLL CALL** (Members: J. Dickinson, K. Geroux, G. Green, A. Heidemann, D. Hayes, R. Johnson, M. Wallen, JB. Calva)
- 4) **ADOPT AGENDA**
- 5) **APPROVE BLEDA MINUTES OF APRIL 13, 2020**
- 6) **APPROVE BLEDA MINUTES OF APRIL 20, 2020**
- 7) **BLEDA BUSINESS ITEMS**
 - 7A. CommonBond Resolution of Support Discussion
 - 7B. Code Revision Task Force Member Selection
 - 7C. BLEDA Budget Report and List of Claims - April, 2020
 - 7D. Community Development Department Update
- 8) **OTHER**
- 9) **ADJOURN**

Public Comment/Audience Attendance at Meeting during the COVID-19 Pandemic: To submit public comment from offsite, you can do so by leaving a voicemail at 763-251-1538, emailing comment@biglakemn.org, or to participate via Zoom videoconferencing, please contact Recreation and Communication Coordinator Corrie Scott at 612-297-6331, or by email at cscott@biglakemn.org to obtain a meeting Identification and Password. The deadline to obtain a password to join the meeting is 4:00 p.m. the day of the meeting.

Attendance at Meeting: All attendees are expected to follow CDC recommendations ensuring social distancing of at least 6 feet away from other persons. Some members of the BLEDA may participate in this Meeting via telephone or other electronic means on an as needed basis.

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: 5/11/2020	Item No. 5
Item Description: <i>April 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 April 13, 2020 Big Lake Economic Development Authority (BLEDA) Regular Meeting Minutes as presented.

BACKGROUND/DISCUSSION

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

ATTACHMENTS

04-13-20 BLEDA Regular Meeting Minutes

BIG LAKE ECONOMIC DEVELOPMENT AUTHORITY
MEETING MINUTES
MONDAY, APRIL 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, Ken Geroux, Greg Green, Alan Heidemann, Rose Johnson, and Mike Wallen. Commissioners absent: Jim Dickinson.

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

4. ADOPT AGENDA

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

5. APPROVE BLEDA MEETING MINUTES OF MARCH 2, 2020

Commissioner Wallen motioned to approve the March 2, 2020 BLEDA minutes. Seconded by Commissioner Green, unanimous ayes, motion carried.

6. BLEDA BUSINESS ITEMS

6A. BLEDA BUDGET AND LIST OF CLAIMS

Klimmek reported that the Rebranding project with Como Lakes Marketing will be postponed until a more appropriate time. She will consult with Como Lakes Marketing to see if the contract needs to be amended. Wegeleben commented that there is a potential for property taxes to be turned in late due to the COVID-19 pandemic.

Commissioner Wallen motioned to accept the budget report and approve the BLEDA List of Claims for March 2020 as presented. Seconded by Commissioner Johnson, unanimous ayes, motion carried.

6B. COMMUNITY DEVELOPMENT DEPARTMENT UPDATE

Current Development Activity (as of 4/08/20):

Housing:

- Single-Family New Construction Issued Permits 7
- Single-Family New Construction in Review 4

- 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
 - Building permits under review
 - Sandhill Villas (HOA) – 12-unit development project
 - Pre-development
 - Avalon Estates – Approximately 120-unit development for 55+
 - Pre-development
 - Aeon - Big Lake Station Apartments – 55 multi-family units; 70 units for 55+
 - Pre-development
 - CommonBond – 120 multi-family units (2, 60-unit buildings)
 - 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
 - Building permit under review
 - Starting pre-development process for Phase II
- ❖ Wastewater Treatment Project - Expansion
 - Pre-development
- ❖ Nystrom Associates Rehabilitation Facility
 - Pre-development – has decided to hold off on moving forward for a couple of months.
- ❖ *Actively working with Developers/Business Owners on three (3) additional new construction projects*

BLEDA:

- A Panel interviewed three candidates to facilitate the Community Brand and Identity Design Project. The Panel selected Como Lake Marketing Partners and recommended the BLEDA approve a Contract for Service. We are currently waiting to schedule a “kick-off” meeting for when everyone is back in the office.
- BLEDA Strategic Plan Committee will be meeting once everyone is back in the office to revise the Strategic Plan as it is a “working document.”
- The Telecommuter Forward! Certification Resolution was approved by the City Council on 3/11/20.

- Aeon is asking for a Resolution of Support to submit two (2) tax credit applications to MN Housing to newly construct a 55-unit multi-family structure and a 70-unit apartment building for senior's age 55+. Council approved the resolution on 3/25/20.
- 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.

Planning & Zoning:

- City Council appointed Big Lake's new City Planner on 2/26/20 – Amy Barthel began her service on March 16, 2020.
- Holding off on hiring a summer intern to facilitate code enforcement and assist with operating the Farmers Market. We do have a great candidate who would like to take the opportunity.
- Style Catering (new business) received a CUP approval for use and another CUP approval to allow for liquor sales during the 3/25/20 City Council meeting.

Building:

- Working on hiring a Chief Building Official.

Other:

- Most time is dedicated to reacting to COVID-19 and assisting businesses in making sure they have the correct information and resources.
- City Council approved an Annexation by Ordinance of PID 10-324-1200 on April 8, 2020.

Klimmek reported that Cargill announced as of April 13, 2020 they are temporarily idling their Big Lake plant until further notice.

7. OTHER

Klimmek asked the Commissioners if there are any other ways the City can support the local business community. Calva recommended encouraging the community to think positive through a newsletter, Facebook, or another medium. Wallen recommended having a special meeting to plan for the future of the business community. Wallen stated that City staff has created a #KeepBigLakeStrong campaign that features local businesses and organizations and information on how their operations have been altered. Klimmek also sends out regular emails with information for local businesses.

Commissioner Johnson motioned to hold a special meeting on Monday, April 20, 2020 at 5:00 p.m. in the City Council Chambers. Seconded by Commissioner Calva, unanimous ayes, motion passed.

8. ADJOURN

Commissioner Wallen motioned to adjourn the meeting at 6:36 p.m. Seconded by Commissioner Green, unanimous ayes, meeting adjourned.



AGENDA ITEM

Big Lake Economic Development Authority

Prepared By: <i>Corrie Scott, BLEDA Secretary</i>	Meeting Date: 5/11/2020	Item No. 6
Item Description: <i>April 20, 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 April 20, 2020 Big Lake Economic Development Authority (BLEDA) Regular Meeting Minutes as presented.

BACKGROUND/DISCUSSION

The April 20, 2020 BLEDA Regular Meeting Minutes are attached for review.

ATTACHMENTS

04-20-20 BLEDA Regular Meeting Minutes

**BIG LAKE ECONOMIC DEVELOPMENT AUTHORITY
MEETING MINUTES**

MONDAY, APRIL 20, 2020

1. CALL TO ORDER

President Alan Heidemann called the meeting to order at 5:00 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, Rose Johnson, and Mike Wallen.

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

Scott exited the meeting at 6:18 p.m.

4. ADOPT AGENDA

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

5. BLEDA BUSINESS ITEMS

5A. OPEN DISCUSSION ON BLEDA STRATEGIC PLAN

Klimmek gave a hiring update. The City has chosen a Chief Building Official that will go to Council for appointment on April 22, 2020 and will start in May 2020. A Code Enforcement Intern was also hired and will start in May. The City is currently taking applications for an Administrative Assistant.

Klimmek stated that this meeting is being held for an open discussion on the BLEDA's Strategic Plan. Johnson and Geroux stated that they should start by creating a template that would set conditions for how the BLEDA determines a parcel of land should be redeveloped. One condition would be blight. Wegeleben commented that there are specific guidelines for what constitutes blight in the City of Big Lake.

Dickinson brought up whether or not the goal is to set up private or public investment. Calva stated that one main issue for Big Lake is that there isn't a central downtown area currently in Big Lake. This potential strategic plan could help Big Lake to create a more centralized downtown area. Geroux brought up that another condition for consideration could be vacant buildings. Green brought up that another condition to consider would be whether or not the BLEDA wants downtown to be centralized on Highway 10 or another area. Geroux asked if there are any conditions that should be considered regarding zoning. Johnson commented that commercial and multi-family should be considered. Johnson brought up that rezoning might have to take place depending on the location that is chosen. Heidemann stated that the BLEDA should ensure that any rezoning should be in line with the goals of the comprehensive plan. Wallen stated that the BLEDA should be careful not to deny potential opportunities strictly because of the comprehensive plan goals. He stated that the comprehensive plan should be able to be amended in the case of positive change. Dickinson asked staff to confirm that the comprehensive plan's purpose is to guide land use. Klimmek confirmed that the comprehensive plan is created to guide land use in the City of Big Lake. Dickinson stated that underutilized land should be a main focus and that there is underutilized land on both sides of Highway 10.

Wallen commented that focusing strictly on underutilized property for redevelopment could form a fragmented map of land. Wallen stated that the focus should be on land that is centralized. Geroux asked the BLEDA what the goal of potential redevelopment is. Dickinson stated that the purpose for meeting is to create value. Calva asked staff if one reason for a conversation on redevelopment is because the BLEDA is caught up on their tasks. Klimmek stated that last year the focus for the BLEDA was to set up the industrial park for sale opportunities. She confirmed that once this was achieved, the BLEDA's schedule was cleared.

Geroux stated that any task that is completed by the BLEDA should have economic benefit. Green asked staff if there are examples that have been created by other cities who have a focus on redevelopment. Calva stated that Columbia Heights could be a good example. Johnson mentioned that Stillwater could be a good example to refer to. Klimmek brought up Sauk Rapids. Wallen brought up Maple Grove. Johnson brought up St. Louis Park. Calva brought up the Shops at West End. Dickinson stated that a redevelopment plan will be a long term project. Geroux stated that the first step should be to set conditions in order to help choose the properties that should be considered.

Johnson stated that communities need to be growing to be successful. Wallen reviewed an example of a small business that takes up land, but only creates a small number of jobs. Geroux asked the BLEDA to review why they consider growth success. He stated that there are other communities that do not increase numbers of businesses and population, but are considered successful. An example Geroux brought up is Edina. Johnson stated that Big Lake is incomparable to Edina because they are completely developed where Big Lake has land that can still be developed. Heidemann commented

that the way communities can set themselves apart from other communities is by offering amenities. He stated that regardless of the cost of living, if a community offers attractive amenities, they will draw people to live there. Johnson stated that growth doesn't rely on population growth and that it can be related to an increase in vibrancy and vitality instead. Wallen pointed out that the conversation ended up with a focus on residential rather than commercial. Dickinson stated that any kind of redevelopment discussion has to include a commercial component.

Dickinson stated that the BLEDA should concentrate on areas that are bringing in individuals to the community such as Highway 25 and Highway 10. Geroux commented that the accessibility of Big Lake from Highway 10 compared to other communities that require an exit from Highway 94 makes Big Lake more attractive as a stop. Dickinson stated that one condition for redevelopment should include locations near major roadways such as Highway 25 and Highway 10. Wallen stated that there should be an anchored block that is focused on. An area that has more open land is near the industrial park. Dickinson stated that development will become easier in the East portion of Big Lake. Dickinson stated that multiple zones should be created and then multiple strategies for developing each zone should be created. Geroux stated that the BLEDA should have caution when comparing Big Lake to other Cities. He stated that Big Lake should put a priority on being unique.

Geroux asked City staff for their opinion on the ongoing discussion. Wegeleben stated that she also wants a focus on keeping Big Lake unique. Klimmek stated that there is some benefit to using colleague's experience to avoid mistakes and create simpler projects. Dickinson stated that there is importance in identifying what is sacred to be preserved in the zones that are being considered.

Geroux stated that it would be easier to start with a smaller project for redevelopment and then work up to the more challenging areas in town. He commented that this would encourage the public to be in favor of additional redevelopment projects. Wallen stated that the BLEDA's number one strategy last year was to streamline the sale of land in the industrial park, which has been accomplished. He stated that streamlining the potential redevelopment of land should be a priority in any future redevelopment plan.

Geroux asked the BLEDA to review the conditions that were set during the meeting. Dickinson stated that location near major roadways is one condition. Johnson stated that underutilized property is another condition. Dickinson stated that maximum value is another condition. Geroux noted that economic value should be considered as a condition. Wallen stated that property taxes will be a priority for the public and that it should be kept in mind when communicating to the public in the future. Johnson stated that job creation should be a condition. Calva commented that connectivity of the community should be considered.

Johnson stated that the next step should be to downsize the list of conditions and then locate potential parcels. Klimmek stated that she will do further research on the proposed conditions. After this is completed the strategic planning committee will review it and bring it to a regular meeting.

6. **OTHER** – None.

7. **ADJOURN**

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



AGENDA ITEM

Big Lake Economic Development Authority

Prepared By: <i>Hanna Klimmek, BLEDA Executive Director</i>	Meeting Date: 5/11/2020	Item No. 7A
Item Description: CommonBond – Resolution of Support	Reviewed By: <i>Clay Wilfahrt, City Administrator</i>	
	Reviewed By:	

ACTION REQUESTED

Recommend the City Council consider approval of a Resolution of Support for CommonBond to submit a tax credit application to Minnesota Housing to newly construct 60 units of both market rate and affordable rental options.

BACKGROUND/DISCUSSION

CommonBond, housing Developer, is proposing to newly construct 120 units of both market rate and affordable rental units. They have named their project, “Marketplace Crossing I & II.” The site location is on PID 65-543-0040, which is on the north side of Hwy 10 and in the marketplace area.

The 120 units will be made up of 2, 60-unit buildings and will have amenities such as shared walking paths, stormwater feature, and playgrounds. They will be newly constructed in 2 Phases. CommonBond is asking for a Resolution of Support for Phase I at this time; 60 units.

Planning Staff is in support of the project and is in support of the PUD flexibility that CommonBond is looking for. They are requesting a rezone from B-3 General Business to a PUD using R-3 Zoning as base standards. Per the Comprehensive Plan, the parcel is guided for medium and high density residential.

CommonBond will be submitting a tax credit application to Minnesota Housing this year and if awarded will begin construction of Phase I in 2021. They are not asking for any local incentives other than flexibility through a PUD.

This BLEDA agenda item is to only address the Resolution of Support for CommonBond in submitting a tax credit application to Minnesota Housing, not to address the entitlement process. A Resolution of Support from the Big Lake City Council is required in order to submit a complete application and for Minnesota Housing to accept the application for review.

FINANCIAL IMPACT

N/A

STAFF RECOMMENDATION

Recommend the City Council to consider approval of a Resolution of Support for CommonBond to submit a tax credit application to Minnesota Housing to newly construct 60 units of both market rate and affordable rental options.

ATTACHMENTS

DRAFT Resolution of Support for Tax Credit Application

**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, on Wednesday, May 27, 2020. 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 OF SUPPORT FOR COMMONBOND

WHEREAS, CommonBond has approached the City of Big Lake regarding a proposal to develop both market rate and affordable housing in the Big Lake Marketplace area; and

WHEREAS, the City of Big Lake is committed through policy statements in its Comprehensive Plan, to provide a variety of housing types for residents; and

WHEREAS, there is a locally identified need for both market rate and affordable housing as such housing is in short supply in the local housing market as identified in the 2016 Comprehensive Housing Needs Analysis; and

WHEREAS, CommonBond is seeking support from the City of Big Lake in making this project a reality by working together for the benefit of its Section 42 Tax Credit application which will be submitted to Minnesota Housing Finance Agency; and

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of Big Lake that it hereby approves this resolution supporting CommonBond's application to Minnesota Housing for financing to construct 120 units of both market rate and affordable housing.

Adopted by the Big Lake City Council this 27th day of May, 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.

Drafted By:
City of Big Lake
160 Lake Street North
Big Lake, MN 55309

STATE OF MINNESOTA)
)SS.
COUNTY OF SHERBURNE)

The foregoing instrument was acknowledged before me this ____ day of May, 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: 5/11/2020	Item No. 7B
Item Description: Code Revision Task Force – Member Selection	Reviewed By: <i>Clay Wilfahrt, City Administrator</i>	
	Reviewed By: <i>Amy Barthel, City Planner</i>	

ACTION REQUESTED

Select a Big Lake Economic Development Authority Commissioner to serve on the Code Revision Task Force.

BACKGROUND/DISCUSSION

Big Lake Community Development has decided to prioritize the creation of a Code Revision Task Force in an effort to proactively discuss and recommend reasonable and necessary changes to the City Code. The overall goal of the Code Revision Task Force is to allow for well thought out change that strives to create efficiencies in process, establish user friendly language, and cater to a developer-friendly approach.

Amy Barthel, City Planner, will be leading the Code Revision Task Force. We envision the commitment on the Task Force will require a Member to attend quarterly meetings. Amy plans to bring her recommendations to the Code Revision Task Force for discussion. From there, she will be looking to obtain a solid recommendation from the Task Force to bring to the Planning Commission.

The Code Revision Task Force will include 1 City Council Member, 1 Planning Commission Member, 1 BLEDA Member, 1 Parks Advisory Committee Member, and Staff. At this time, Staff is looking for each Board to select a Member to join.

FINANCIAL IMPACT

N/A

STAFF RECOMMENDATION

Select a Big Lake Economic Development Authority Commissioner to serve on the Code Revision Task Force.

ATTACHMENTS

N/A



AGENDA ITEM

Big Lake Economic Development Authority

Prepared By: <i>Deb Wegeleben, BLEDA Assistant Treasurer</i>	Meeting Date: 5/11/2020	Item No. 7C
Item Description: <i>BLEDA Budget Report and List of Claims – April 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 April 2020.

BACKGROUND/DISCUSSION

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

ATTACHMENTS

BLEDA April 2020 Budget Report and List of Claims



unaudited

**Big Lake Economic Development Authority
Balance Sheet
April 30, 2020**

Assets	Balance	Comments
Cash	78,754.08	
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>149,224.39</u></u>	
Liabilities and Fund Balance		
Due to Other Funds	20,884.25	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	125,785.16	
Total Liabilities & Fund Balance	<u><u>149,224.39</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>	
Pending Cash Payments For 2020		
2020 Special Assessments	46,360.56	
Remaining Wages & Fringe	<u>46,309.00</u>	
	92,669.56	



**Big Lake Economic Development Authority
Statement of Operating Revenues and Expenditures
April 30, 2020**

Revenues	Budget 2020	YTD Actual 2020	Remaining Budget	Comments
RE & PP Taxes - Current	128,700.00	-	128,700.00	Property Tax first payment to be received in June
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	537.01	262.99	
Sub Total Operating Revenues	154,900.00	25,537.01	129,362.99	
Total Revenues	154,900.00	25,537.01	129,362.99	
Expenditures				
Wages & Fringe	63,796.00	17,489.91	46,306.09	Community Development Director - 50%
Audit	500.00	375.00	125.00	
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	16.08	33.92	
Postage	25.00	-	25.00	
Recording Fees	150.00	-	150.00	Land Sales/IP
Signs/Banners	-	-	-	
Snow Removal	500.00	-	500.00	
Special Assessments-Transfer	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	18,689.21	151,543.79	
Other Expenditures:				
Interfund Loans Interest Exp	1,377.00	1,376.53	0.47	
Total Expenditures	171,610.00	20,065.74	151,544.26	
Operating Revenues less Expenditures	(16,710.00)	5,471.27	(22,181.27)	
Interfund Loan Principal Payment	25,000.00	25,000.00	-	
Project Fund Balance Inc/(Decr)	(16,710.00)	5,471.27		
**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
April 30, 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>		



April 30, 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		-
		<hr/>
		-

Unreserve Fund Balance

	125,785.16
Total Fund Bal	<u>125,785.16</u>

Reconciliation

GL	
DEFERRED REVENUE - DELO PROPERTY TAX RECEIVABLE	2,553.33
UNRESERVED FUND BALANCE	<u>123,231.83</u>
	125,785.16

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
 2020
 April

Search Name	CHECK	Check Date	Batch Name	Amount	Comments	Act Code
Act Code 275-000-00-05-4002						
0			PR7 040120	\$459.54	Labor Distribution	275-000-00-05-4002
0			PR8 041520	\$1,142.64	Labor Distribution	275-000-00-05-4002
0			PR 9 042920	\$1,987.20	Labor Distribution	275-000-00-05-4002
Act Code 275-000-00-05-4002				\$3,589.38		
Act Code 275-000-00-05-4008						
0			PR7 040120	\$66.66	Labor Distribution	275-000-00-05-4008
Act Code 275-000-00-05-4008				\$66.66		
Act Code 275-000-00-05-4009						
0			PR7 040120	\$7.23	Labor Distribution	275-000-00-05-4009
0			PR8 041520	\$17.97	Labor Distribution	275-000-00-05-4009
Act Code 275-000-00-05-4009				\$25.20		
Act Code 275-000-00-05-4010						
0			PR7 040120	\$35.15	Labor Distribution	275-000-00-05-4010
0			PR8 041520	\$87.41	Labor Distribution	275-000-00-05-4010
0			PR 9 042920	\$152.01	Labor Distribution	275-000-00-05-4010
Act Code 275-000-00-05-4010				\$274.57		
Act Code 275-000-00-05-4012						
0			PR7 040120	\$34.47	Labor Distribution	275-000-00-05-4012
0			PR8 041520	\$85.70	Labor Distribution	275-000-00-05-4012
0			PR 9 042920	\$149.04	Labor Distribution	275-000-00-05-4012
Act Code 275-000-00-05-4012				\$269.21		
Act Code 275-000-00-25-4134						
0 CIVICPLUS	082653	4/24/2020	AP042420	\$250.00	2020 WEBSITE PAYMENT	275-000-00-25-4134
Act Code 275-000-00-25-4134				\$250.00		
				\$4,475.02		



Community Development Department Update

1. Current Development Activity (as of 5/7/20):

Housing:

- Single-Family New Construction Issued Permits 10
- Single-Family New Construction in Review 1

- 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 construction
 - Sandhill Villas (HOA) – 12-unit development project
 - Pre-development
 - Avalon Estates – Approximately 120-unit development for 55+
 - Pre-development
 - Aeon - Big Lake Station Apartments – 55 multi-family units; 70 units for 55+
 - Pre-development
 - CommonBond – 120 multi-family units (2, 60-unit buildings)
 - 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
 - Project is on hold
- ❖ Wastewater Treatment Project - Expansion
 - In construction
- ❖ Nystrom Associates Rehabilitation Facility
 - We are expecting preliminary applications by May 15, 2020
- ❖ Great River Federal Credit Union – New Business / New Construction
 - Pre-development
- ❖ *Actively working with Developers/Business Owners on two (2) additional new construction projects*

2. **BLEDA:**

- Kick-off for the Branding and Identity Design Project has been postponed until the community is ready to engage in the project.
- BLEDA Strategic Plan Committee will be working on creating strategies/framework for development, re-development, and repurposing.
- Aeon received a recommendation of approval from the BLEDA for a Resolution of Support to submit two (2) tax credit applications to MN Housing to newly construct a 55-unit multi-family structure and a 70-unit apartment building for senior's age 55+. Council approved the Resolution on 3/25/20.
- On May 11, 2020, CommonBond will be asking the BLEDA for a recommendation of approval for a Resolution of Support to submit one (1) tax credit application to MN Housing to newly construct 120 multi-family rental units of both market rate and affordable housing.
- 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.

3. **Planning & Zoning:**

- City Council appointed a Code Enforcement Intern – Jack Johansen will begin his service on May 18, 2020.

4. **Building:**

- City Council appointed Lenny Rutledge to serve as Big Lake's Chief Building Official. He will begin his service on May 11, 2020.

PERMIT ACTIVITY REPORT – THROUGH APRIL 30, 2020

Permit Type	Permits Issued in April of 2020	2020 Total
Single-Family	5	10
Multi-Family	2	2
Commercial New / Remodel / Addition	2	5
Remodel / Decks / Misc.	31	65

HVAC / Mechanical	5	25
Plumbing	7	17
Zoning	22	34
Land Alteration	1	2
Fire	0	10
TOTAL	75	170

	Permit Fee	Plan Review	TOTAL
Total Fees in April 2020	\$54,315.75	\$24,658.58	\$78,974.33

YTD 2020 Total Valuation (through 4/30/20)	YTD 2020 Permit Fee + Plan Review (through 4/30/20)
\$9,168,764.86	\$104,022.95

PREVIOUS YEAR COMPARISON – THROUGH APRIL 30, 2019

Permit Type	Permits Issued in April of 2019	2019 Total
Single-Family	1	6
Multi-Family	0	0
Commercial New / Remodel / Addition	9	11
Remodel / Decks / Misc.	27	51

HVAC / Mechanical	7	17
Plumbing	5	12
Zoning	10	20
Land Alteration	1	1
Fire	0	0
TOTAL	60	118

	Permit Fee	Plan Review	TOTAL
Total Fees in April 2019	\$47,839.90	\$18,078.48	\$65,918.38

YTD 2019 Total Valuation (through 4/30/19)	YTD 2019 Permit Fee + Plan Review (through 4/30/19)
\$10,269,796.64	\$97,788.44