AGENDA

BIG LAKE ECONOMIC DEVELOPMENT AUTHORITY

CITY HALL COUNCIL CHAMBERS

MONDAY, JUNE 8, 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, R. Johnson, M. Wallen, JB. Calva)

4) ADOPT AGENDA

5) APPROVE BLEDA MINUTES OF MAY 11, 2020

6) BLEDA BUSINESS ITEMS

6A. Blackbird Group LLC – Contract Extension

6B. Letter in Support of Options, Inc.

6C. First Right of Refusal Discussion

6D. BLEDA Budget Report and List of Claims - May, 2020

6E. Community Development Department Update

7) OTHER

8) ADJOURN

Audience Attendance at Meeting during the COVID-19 Pandemic: 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: *Corrie Scott, BLEDA Secretary*	***Meeting Date:*** 6/8/2020	***Item No.*** **5**
Item Description: *May 11, 2020 Big Lake Economic Development Authority Regular Meeting Minutes*	***Reviewed By:*** *Hanna Klimmek, BLEDA Executive Director*	
	Reviewed By: *Clay Wilfahrt, City Administrator*	

ACTION REQUESTED

Approve the May 11, 2020 Big Lake Economic Development Authority (BLEDA) Regular Meeting Minutes as presented.

BACKGROUND/DISCUSSION

The May 11, 2020 BLEDA Regular Meeting Minutes are attached for review.

ATTACHMENTS

05-11-20 BLEDA Regular Meeting Minutes

**- DRAFT MINUTES -
NOT APPROVED**

BIG LAKE ECONOMIC DEVELOPMENT AUTHORITY
MEETING MINUTES

MONDAY, MAY 11, 2020

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 via teleconference, 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.

Commissioner Dickinson left the meeting at 6:35 p.m.

4. ADOPT AGENDA

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

5. APPROVE BLEDA MEETING MINUTES OF APRIL 13, 2020

Commissioner Johnson motioned to approve the April 13, 2020 BLEDA minutes. Seconded by Commissioner Geroux, unanimous ayes, motion carried.

6. APPROVE BLEDA MEETING MINUTES OF APRIL 20, 2020

Commissioner Johnson motioned to approve the April 20, 2020 BLEDA minutes. Seconded by Commissioner Green, unanimous ayes, motion carried.

7. BLEDA BUSINESS ITEMS

7A. COMMONBOND RESOLUTION OF SUPPORT DISCUSSION

**- DRAFT MINUTES -
NOT APPROVED**

Klimmek reviewed that 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.

Johnson asked if this proposal has moved location. Andy stated that it is guided for higher density residential while the other parcel was guided for commercial. The movement was made with recommendation from the Planning Commission.

Commissioner Geroux motioned to 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. Seconded by Commissioner Green, unanimous ayes, motion carried.

7B. CODE REVISION TASK FORCE MEMBER SELECTION

Klimmek reviewed that the Big Lake Community Development is creating a Code Revision Task Force in an effort to proactively discuss and recommend reasonable and necessary changes to the City Code.

Amy Barthel, City Planner, will be leading the Code Revision Task Force. 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

- DRAFT MINUTES - NOT APPROVED

to the Planning Commission. At this time, Staff is looking for each Board to select a Member to join.

Johnson asked if the Code Task Force plans to make revisions all at once or in smaller portions. Klimmek stated that the decision to update the City Code in portions vs. at one time could be made at the Task Force meeting. Johnson recommended that Commissioner Geroux take this role. Heidemann agreed that Geroux would make a good addition to this Task Force.

Commissioner Johnson motioned to recommend Commissioner Geroux as a Member of the Code Revision Task Force. Seconded by Commissioner Wallen, unanimous ayes, motion carried.

7C. BLEDA BUDGET AND LIST OF CLAIMS

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

7D. COMMUNITY DEVELOPMENT DEPARTMENT UPDATE

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

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)

- DRAFT MINUTES - NOT APPROVED

- 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. <u>BLEDA</u>:

- 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. <u>Planning & Zoning:</u>

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

4. <u>Building:</u>

- 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

- DRAFT MINUTES - NOT APPROVED

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**

- DRAFT MINUTES - NOT APPROVED

	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**

8. <u>OTHER</u>

Geroux stated that at the last City Council meeting there was a discussion about potentially shutting down Lakeside Park to non-residents during COVID-19 which could extend to future conversations. Geroux brought up that a main priority of the BLEDA is to brainstorm ways to bring new commerce into the City of Big Lake and that Lakeside Park is a big attraction that drives individuals to Big Lake which leads to them purchasing from local businesses. He stated that this potential decision could hinder the sales for local businesses from non-residents.

Johnson explained that the conversation at City Council to shut down Lakeside Park to non-residents was a direct result of COVID-19 and it is a last resort option if there is a large increase in non-residents traveling to Big Lake due to other Minnesota lakes being closed. Johnson stated that the decision that was made at Council was made with the consideration of residents as tax payers who maintain Lakeside Park having priority access to the park. Johnson also stated that this conversation led to the approval of a parking meter rather than park attendants which will ultimately save the City money in future years.

Calva stated that he agrees with Geroux's point. Calva stated for example that he took his family to another community that had parks that were open and that their family spent money at businesses that were located in those communities with park facilities.

Johnson stated that the BLCLA has statistics that show the risk for Aquatic Invasive Species increases exponentially from non-residents who bring boats onto the lake. Geroux stated that from an economic standpoint he ultimately wouldn't like to see regulation on Lakeside Park. Green commented that a resolution to City Council from EDA could be a next step to ensure that Lakeside Park continues to be open to the general public. Geroux asked if the formality of a resolution is necessary. Klimmek stated that conversations like these benefit from having multiple Council liaisons on the EDA and other Commissions and a resolution might not be necessary.

**- DRAFT MINUTES -
NOT APPROVED**

Johnson stated that a Task Force for this issue could be beneficial. Johnson stated that she would like to see access to Lakeside Park be free to residents at some point. Wegeleben stated that residents are likely to enjoy the new parking meter system because they don't have to work with a park attendant and won't get confused that they are able to drop off their family members without having to pay. Wallen stated that he doesn't feel a committee for this purpose is necessary at this point. He stated that having multiple Council members on the BLEDA should be enough of a voice to the Council. Dickinson stated that the initial introduction of resident and non-resident seasonal passes was created to combat the costs of milfoil in Big Lake. It also went toward upgrading Lakeside Park to include docks and bathrooms. He stated that before increasing fees for non-residents it would be wise to consult residents to avoid potential conflict.

Klimmek brought forward a document that was put together by the University of Minnesota titled Sherburne County Understanding the Economy. The document has statements about how formal work-at-home arrangements in Sherburne County are not readily available. Since COVID-19, things in Sherburne County have changed. Klimmek is recommending that the University of Minnesota review and update this document to reflect the current state of Sherburne County more accurately.

Johnson stated that internet quality has gone down since telecommuting and telelearning has gone into place. Klimmek stated that she would also like to put in place a dig-once policy.

9. ADJOURN

Commissioner Wallen motioned to adjourn the meeting at 6:44 p.m. Seconded by Commissioner Green, unanimous ayes, meeting adjourned.

AGENDA ITEM

Big Lake Economic Development Authority

Prepared By: *Hanna Klimmek, BLEDA Executive Director*	***Meeting Date:*** 6/8/2020	***Item No.*** **6A**
Item Description: ***Blackbird Group LLC – Contract Extension***	***Reviewed By:*** *Clay Wilfahrt, City Administrator*	
	Reviewed By: *Deb Wegeleben, Finance Director*	

ACTION REQUESTED

Consider and approve a first amendment to the Contract for Private Development between the Big Lake EDA and The Blackbird Group LLC.

BACKGROUND/DISCUSSION

The Blackbird Group LLC is requesting an extension to the closing deadline established for Lot 1 Block 1 Lake Shopping Center Third Addition (PID 65-554-0105). The request is due to the disruption of services that Options, Inc. is experiencing caused by the restrictions placed on business operations mandated by the State of MN and the termination of funding during the suspension of services.

The Blackbird Group LLC intends to complete the acquisition of the property and move forward with the project, however until timelines and funding can be established for the primary services provided by Options, Inc., setting an exact closing date at this time is impossible.

Staff has worked with the City Attorney in amending the Contract for Private Development to reflect a one-year extension on the closing and for the project to be completed by December 31, 2022.

FINANCIAL IMPACT

N/A

STAFF RECOMMENDATION

Consider approval of a first amendment to the Contract for Private Development between the Big Lake EDA and The Blackbird Group LLC.

ATTACHMENTS

Blackbird Extension Letter
First Amendment to the Contract for Private Development

OPTIONS Inc.

Ms. Klimmek,

Due to the disruption of services Options Inc. is experiencing caused by the restrictions placed on business operations mandated by the State of Minnesota and the termination of funding during the suspension of services, The Blackbird Group LLC would like to request an extension to the closing deadline established for Lot 1 Block 1 Lake Shopping Center Third Addition (PID 65-554-0105) until June 1, 2021.

Considering the clients that Options Inc. serves, adults with disabilities, many with compromised immunes systems or other medical conditions and the congregant setting in which many of the services are provided to clients, it is assumed that establishing full operations will take several months, regardless of when the State of Minnesota lifts restrictions. Funding guidance has not been provided from the State at this time.

Blackbird Group LLC intends on completing the purchase of the property and moving forward with the project, however until timelines and funding can be established for the primary services provided by Options Inc. setting an exact closing date at this time is impossible.

As always, the safety of the clients and staff of Options Inc. takes precedence in the allocation of time and financial budgeting. Until the effects of the C19 outbreak are understood and managed 100% of our efforts must stay committed to the safety and well-being of those we serve.

Thank you for your consideration of this request. Please let me know if you have any questions or would like to discuss.

Ken Geroux

Board Chair
Options Inc.

16820 197th Ave NW Big Lake MN 55309 – 763-263-3684 – Fax 763-263-8110 – www.options-inc.org

FIRST AMENDMENT TO THE
CONTRACT FOR PRIVATE DEVELOPMENT

This First Amendment to the Contract for Private Development (the "First Amendment") is made and entered into this ____ day of _____ 2020 (the "Effective Date"), by and between **THE ECONOMIC DEVELOPMENT AUTHORITY IN AND FOR THE CITY OF BIG LAKE**, a public body corporate and politic under the laws of the State of Minnesota ("EDA"), and **THE BLACKBIRD GROUP LLC**, a Minnesota limited liability company solely owned by Options, Inc., a Minnesota nonprofit corporation ("Developer").

RECITALS

A. EDA and Developer entered into that certain Contract and Private Development Agreement dated November 12, 2019 (the "Agreement"), for certain real property located in the City of Big Lake, as more fully described in the Agreement.

B. EDA and Developer now desire to amend the Agreement in accordance with the terms and conditions set forth below.

AGREEMENT

NOW, THEREFORE, in consideration of the foregoing Recitals, the mutual covenants and promises contained herein, and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties hereto agree as follows:

1. Section 3.4(a) shall be amended to extend the closing date as follows:

Section 3.4. Closing.

(a) Within ten (10) days after the satisfaction and/or waiver of all of the conditions contained in Section 3.2 of this Agreement, and in any event no later than June 30, 2021,~~June 30 , 2020,~~ unless otherwise extended by agreement of the Parties, ("Closing Date"), provided all conditions precedent for the EDA and Developer to close have either been met or waived, and the Developer pays the EDA the Purchase Price, the EDA shall convey the Property to the Developer through the execution and delivery of the Deed and all other documents reasonably required by Developer and the Title Company. This closing shall be at a location mutually agreed upon by the parties.

2. Section 4.3 shall be amend to extend the date of completion as follows:

Section 4.3. Construction of Minimum Improvements. The Developer shall commence construction of the Minimum Improvements within 90 days of Closing. Subject to Unavoidable Delays, the Developer shall substantially complete construction of the Minimum Improvements, except for minor "punch list items", on or before December 31, 2022~~2021~~.

2. No Other Changes. Except to the extent amended by the terms of this First Amendment, all other terms and conditions of the Agreement are hereby affirmed to be unchanged by the terms hereof and shall remain in full force and effect.

IN WITNESS WHEREOF, this First Amendment to Agreement has been made and executed by EDA and Developer as of the day and year first above written.

[Remainder of Page Intentionally Blank. Signature Pages to Follow.]

BIG LAKE ECONOMIC DEVELOPMENT AUTHORITY

By: _____
Alan P. Heidemann, President

By: _____
Johanna A. Klimmek, Executive Director

STATE OF MINNESOTA)
)ss.
COUNTY OF SHERBURNE)

The foregoing instrument was acknowledged before me this _____ day of _____, 2020, by **Alan P. Heidemann and Johanna A. Klimmek**, the President and Executive Director, respectively, of the Big Lake Economic Development Authority, a public body corporate and politic under the laws of the State of Minnesota, on behalf of the public body corporate and politic.

_____
Notary Public

DEVELOPER:

THE BLACKBIRD GROUP LLC

By: _____
Brenda Geldert, Its Executive Director

STATE OF MINNESOTA)
)ss.
COUNTY OF _____)

The foregoing instrument was acknowledged before me this _____ day of _____, 2020, by **Brenda Geldert, the Executive Director of The Blackbird Group LLC,** a Minnesota limited liability company solely owned by Options, Inc., a Minnesota nonprofit corporation, on its behalf.

_____
Notary Public

DRAFTED BY:
CAMPBELL KNUTSON, P.A.
860 Blue Gentian Road, Suite 290
Eagan, Minnesota 55121
Telephone: (651) 452-5000
SNC

AGENDA ITEM

Big Lake Economic Development Authority

Prepared By: *Hanna Klimmek, BLEDA Executive Director*	***Meeting Date:*** 6/8/2020	***Item No.*** **6B**
Item Description: ***Letter in Support of Options, Inc.***	***Reviewed By:*** *Clay Wilfahrt, City Administrator*	
	Reviewed By:	

ACTION REQUESTED

Consider directing President, Alan Heidemann, and Executive Director, Hanna Klimmek, to sign a letter addressed to Legislators; urging them to consider emergency funding and allow Options, Inc. to resume operations with a safety plan.

BACKGROUND/DISCUSSION

Due to the Governor's orders, Options, Inc. has been closed and has received zero funding from the Department of Human Services (DHS) since March 18, 2020. Options, Inc. plays a vital role in the Big Lake Community. They are the 6th largest employer in the City of Big Lake and have been in business for 40 years. The services provided by Options, Inc. is critical to support people with intellectual, developmental disabilities to live and work in our communities.

Options, Inc. has a payroll of over $2.6 million in annual wages, which goes into our local economy. They not only pay living wages above industry standards but also directly spend over $160,000 on an annual basis to local vendors and small businesses. The majority of the 65 employees and 258 program participants live in the Big Lake area and Sherburne County. They count on over 80 business partners; providing critical employment opportunities and income for persons served.

Options, Inc. does have a safety plan put together in response to COVID-19 and is ready to open their doors but they cannot do so without DHS releasing their funding. The Options, Inc. board will soon have to engage in a very real conversation about closing their doors if they don't see positive movement from the legislature and DHS.

The letter will be sent to the Health and Human Services (HHS) committee members in the House and the Senate, as well as their staff contacts. Both Senator Mary Kiffmeyer and Representative Paul Novotny are on the HHS committees.

FINANCIAL IMPACT

N/A

STAFF RECOMMENDATION

Staff recommends the EDA direct President, Alan Heidemann, and Executive Director, Hanna Klimmek, to sign a letter addressed to Legislators; urging them to consider emergency funding and allow Options, Inc. to resume operations with a safety plan.

ATTACHMENTS

Draft Letter

June 10, 2020

XXX
Address
Address

Dear XXX:

Options, Inc. plays a vital role in Big Lake as well as the broader community. As the sixth largest employer in the City of Big Lake and in business for over 40 years, their employees and persons served are a large part of the fabric of our community, i.e. volunteering for many community events and organizations. The services provided by Options, Inc. is critical to support people with intellectual, developmental disabilities to live and work in our communities.

Options, Inc. has a payroll of over $2.6 million annually, which goes into our local economy. They pay living wages above industry standards and directly spend over $160,000 annually to local vendors and small business. The majority of the 65 employees and the 258 program participants live in the Big Lake area and Sherburne County. They count on over 80 businesses as partners, providing critical employment opportunities and income for persons served.

Funding has been cut off to Options, Inc. since March 18th, 2020. Although they have worked in good faith with the Minnesota Department of Services (DHS), complying with regulatory rules and providing critical services on their behalf, there has been no interest from DHS or the legislature to provide emergency funding for fixed cost relief to protect them from closing permanently.

The City of Big Lake as well as the Big Lake Economic Development Authority urges state leaders to consider emergency funding, as well as allow Options, Inc. to implement their robust COVID-19 safety plan and resume operations. The economic devastation caused by COVID-19 has our community anxious and during this time we certainly cannot lose such a vital community resource. Our hope is Options, Inc. will be able to remain open and resume full operations while keeping safety for program participants and Options, Inc. staff paramount.

Sincerely,

_____	_____
Mayor, Mike Wallen	City Administrator, Clay Wilfahrt
_____	_____
EDA President, Alan Heidemann	EDA Executive Director, Hanna Klimmek

AGENDA ITEM

Big Lake Economic Development Authority

Prepared By: *Hanna Klimmek, BLEDA Executive Director*	***Meeting Date:*** 6/8/2020	***Item No.*** **6C**
Item Description: ***First Right of Refusal Discussion***	***Reviewed By:*** *Clay Wilfahrt, City Administrator*	
	Reviewed By: *Deb Wegeleben, Finance Director*	

ACTION REQUESTED

Consider directing Staff to work with the owner of PID 65-477-0115, Diane Jacobsen, on drafting a First Right of Refusal Contract.

BACKGROUND/DISCUSSION

Staff met with Diane Jacobsen on Wednesday, May 27, 2020 to check in and see how she has been doing with COVID-19 and the limitations that she has been subject to while running her business. Diane disclosed that she is working with a Realtor on actively listing her building for sale. She is currently working on a contract with her Realtor and a sign will be placed on the property in the very near future.

Being that Diane Jacobsen's building is connected to City Hall, Staff believes it is very important to have a good line of communication between her and the EDA/City Council throughout this process. The concept of a First Right of Refusal Contract was brought up to trigger necessary communication and to allow for formal discussions with the EDA/City Council.

Details regarding the listing have yet to be disclosed.

FINANCIAL IMPACT

N/A

STAFF RECOMMENDATION

Staff recommends the EDA discuss and consider directing Staff to work with the owner of PID 65-477-0115, Diane Jacobsen, on drafting a First Right of Refusal Contract.

ATTACHMENTS

N/A

AGENDA ITEM

Big Lake Economic Development Authority

Prepared By: *Deb Wegeleben, BLEDA Assistant Treasurer*	***Meeting Date:*** 6/8/2020	***Item No.*** **6D**
Item Description: *BLEDA Budget Report and List of Claims – May 2020*	***Reviewed By:*** *Hanna Klimmek, BLEDA Executive Director*	
	Reviewed By: *Clay Wilfahrt, City Administrator*	

ACTION REQUESTED

Approve the BLEDA Budget Report and List of Claims for May 2020.

BACKGROUND/DISCUSSION

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

ATTACHMENTS

BLEDA May 2020 Budget Report and List of Claims

unaudited

Big Lake Economic Development Authority
Balance Sheet
May 31, 2020

	Assets	**Balance**	**Comments**
	Cash	50,667.99	
	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	61,924.65	2013 Audit land value wrote down to 120% of County Value
	Total Assets	121,138.30	

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	-	2019 Expense will be paid in 2020 - recording fees
Accrued Wages/Fringe	-	
Designated Fund Balance	-	
Unreserved Fund Balance	97,700.72	
Total Liabilities & Fund Balance	121,138.30	

	Accounts Receivable		
**	Scenic Sign Corp.-Lake Plaza Sign	5,992.33	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
		61,924.65	

Pending Cash Payments For 2020	
2020 Special Assessments	46,360.56
Remaining Wages & Fringe	46,309.00
	92,669.56

Big Lake Economic Development Authority
Statement of Operating Revenues and Expenditures
May 31, 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	686.14	113.86	
Sub Total Operating Revenues	154,900.00	25,686.14	129,213.86	
Total Revenues	154,900.00	25,686.14	129,213.86	
Expenditures				
Wages & Fringe	63,796.00	22,417.20	41,378.80	Community Development Director - 50%
Audit	500.00	501.00	(1.00)	
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	23,180.28	23,181.72	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	46,922.78	123,310.22	
Other Expenditures:				
Interfund Loans Interest Exp	1,377.00	1,376.53	0.47	
Total Expenditures	171,610.00	48,299.31	123,310.69	
Operating Revenues less Expenditures	(16,710.00)	(22,613.17)	5,903.17	
Interfund Loan Principal Payment	25,000.00	25,000.00	-	
Project Fund Balance Inc/(Decr)	**(16,710.00)**	**(22,613.17)**		

**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
May 31, 2020

Notes Receivable

Accounts Receivable

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

May 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 97,700.72

Total Fund Bal 97,700.72

Reconciliation

GL

DEFERRED REVENUE - DELQ PROPERTY TAX RECEIVABLE	2,553.33
UNRESERVED FUND BALANCE	95,147.39
	97,700.72

SAC CREDITS

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

-

BIGLAKE, MN
EDA CLAIM LISTS
2020
May

Search Name	CHECK	Check Date	Batch Name	Amount	Comments	Act Code
Act Code 275-000-00-05-4002						
0			PR10 051320	$1,987.20	Labor Distribution	275-000-00-05-4002
0			PR11 052720	$1,987.20	Labor Distribution	275-000-00-05-4002
Act Code 275-000-00-05-4002				$3,974.40		
Act Code 275-000-00-05-4008						
0			PR10 051320	$288.29	Labor Distribution	275-000-00-05-4008
Act Code 275-000-00-05-4008				$288.29		
Act Code 275-000-00-05-4009						
0			PR10 051320	$31.25	Labor Distribution	275-000-00-05-4009
0			PR11 052720	$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			PR10 051320	$152.01	Labor Distribution	275-000-00-05-4010
0			PR11 052720	$152.01	Labor Distribution	275-000-00-05-4010
Act Code 275-000-00-05-4010				$304.02		
Act Code 275-000-00-05-4012						
0			PR10 051320	$149.04	Labor Distribution	275-000-00-05-4012
0			PR11 052720	$149.04	Labor Distribution	275-000-00-05-4012
Act Code 275-000-00-05-4012				$298.08		
Act Code 275-000-00-20-4140						
0 BERGANKDV	082736	5/4/2020	AP050420	$126.00	2019 AUDIT EDA	275-000-00-20-4140
Act Code 275-000-00-20-4140				$126.00		
Act Code 275-000-00-71-4612						
0			20SPECASSIP	$23,180.28	1/2 SPECIAL ASSESSMENT FOR IP	275-000-00-71-4612
Act Code 275-000-00-71-4612				$23,180.28		
				$28,233.57		

6E

Community Development Department Update

1. Current Development Activity (as of 6/3/20):

Housing:

- Single-Family New Construction Issued Permits 12
- Single-Family New Construction in Review 09

- 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
  - Opening soon!
- Car Condo Project – New Business / New Construction
  - Project is on hold
- Wastewater Treatment Project - Expansion
  - In construction
- Nystrom Associates Rehabilitation Facility
  - Pre-development
- Great River Federal Credit Union – New Business / New Construction
  - Pre-development
- Blackbird Group LLC – New Business / New Construction
  - Pre-development

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.
- CommonBond received a recommendation of approval from the BLEDA for Resolution of Support to submit one (1) tax credit application to MN Housing to newly construct 60 multi-family rental units of both market rate and affordable housing. Council approved the Resolution on 5/27/2020.
- 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. Contract is expected to be amended on 6/8/20 to extend timelines by one year.

3. **Planning & Zoning:**

- The Code Revision Task Force has been created. City Planner, Amy Barthel, is working on her first set of recommendations to bring forward.
- The City Council relaxed zoning to allow for outdoor dining. Staff has been working with restaurants/bars in providing an expedited approval of their outdoor dining concepts.

4. **Building:**

PERMIT ACTIVITY REPORT – THROUGH May 31, 2020

Permit Type	Permits Issued in May of 2020	2020 Total
Single-Family	2	12
Multi-Family	0	2
Commercial New / Remodel / Addition	3	10
Remodel / Decks / Misc.	49	113
HVAC / Mechanical	4	29

Plumbing	11	28
Zoning	37	71
Land Alteration	1	3
Fire	0	10
TOTAL	**107**	**278**

	Permit Fee	Plan Review	TOTAL
Total Fees in May 2020	$15,723.85	$3,996.15	**$19,720.00**

YTD 2020 Total Valuation (through 5/31/20)	YTD 2020 Permit Fee + Plan Review (through 5/31/20)
$10,157,319.40	**$123,742.95**

PREVIOUS YEAR COMPARISON – THROUGH May 31, 2019

Permit Type	Permits Issued in May of 2019	2019 Total
Single-Family	7	13
Multi-Family	0	0
Commercial New / Remodel / Addition	1	12
Remodel / Decks / Misc.	36	87
HVAC / Mechanical	9	26

Plumbing	5	17
Zoning	33	53
Land Alteration	3	4
Fire	3	3
TOTAL	**97**	**215**

	Permit Fee	Plan Review	TOTAL
Total Fees in May 2019	$25,939.59	$8,638.16	**$34,577.75**

YTD 2019 Total Valuation (through 5/31/19)	YTD 2019 Permit Fee + Plan Review (through 5/31/19)
$12,044,194.40	**$132,366.19**

5. **<u>Other:</u>**
   - Community Development has a complete team:
     - Hanna Klimmek — CD Director
     - Sandy Petrowski — Administrative Assistant
     - Kati Peterson — Administrative Assistant
     - Corrie Scott — Recreation & Communications Coordinator
     - Amy Barthel — City Planner
     - Lenny Rutledge — Chief Building Official
     - Jack Johansen — Intern – Code Enforcement / Planning
     - Kevin Shay — Planning Consultant
     - Mick Kaehler — Building Inspections Contracted Service