

AGENDA
BIG LAKE ECONOMIC DEVELOPMENT AUTHORITY
CITY HALL COUNCIL CHAMBERS
MONDAY, JULY 13, 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 JUNE 8, 2020**
- 6) **BLEDA BUSINESS ITEMS**
 - 6A. CARES Act Funding – COVID-19 Emergency Grant Program Policy, Application, and Agreement Package
 - 6B. BLEDA Budget Report and List of Claims - June, 2020
 - 6C. 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: 7/13/2020	Item No. 5
Item Description: June 8, 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 June 8, 2020 Big Lake Economic Development Authority (BLEDA) Regular Meeting Minutes as presented.

BACKGROUND/DISCUSSION

The June 8, 2020 BLEDA Regular Meeting Minutes are attached for review.

ATTACHMENTS

06-08-20 BLEDA Regular Meeting Minutes

**BIG LAKE ECONOMIC DEVELOPMENT AUTHORITY
MEETING MINUTES**

MONDAY, JUNE 8, 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, 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.

4. ADOPT AGENDA

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

Move 6C to the top of the agenda.

5. APPROVE BLEDA MEETING MINUTES OF MAY 11, 2020

Commissioner Dickinson motioned to approve the May, 11 2020 BLEDA minutes. Seconded by Commissioner Green, unanimous ayes, motion carried.

6. BLEDA BUSINESS ITEMS

6A. BLACKBIRD GROUP LLC – CONTRACT EXTENSION

Klimmek reviewed that 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. Staff is requesting that the BLEDA consider and approve a first amendment to the Contract for Private Development between the Big Lake EDA and The Blackbird Group LLC.

Dickinson commented that this extension should potentially be longer than 90 days and tied to the implications of COVID-19. Geroux stated that generally an extension is needed for something that is tied to a predetermined timeline that tends to be within 2-3 months, but with the uncertainties of COVID-19, they are asking for a yearlong extension.

Commissioner Wallen motioned to approve a first amendment to the Contract for Private Development between the Big Lake EDA and The Blackbird Group LLC due to the extraordinary circumstances caused by COVID-19 the amendment is extended to one year. Seconded by Commissioner Johnson, Dickinson aye, Green aye, Heidemann aye, Calva aye, Geroux abstained, motion carried.

6B. LETTER IN SUPPORT OF OPTIONS, INC.

Klimmek reported that 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. is the 6th largest employer in the City of Big Lake and they 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.

Staff is requesting that the BLEDA considers 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.

Calva asked the EDA if any of the Commissioners have been in contact with Senator Kiffmeyer and Representative Novotny. Geroux stated that he has been in contact and they have been ineffective up to this point. Johnson asked if Options, Inc. plans to use the media to help their cause. Geroux stated it is something they are considering. Calva stated that he is meeting with Kiffmeyer and would like to bring up the issue if it is considered appropriate. Geroux agreed that it would be appropriate to talk with Kiffmeyer.

Commissioner Johnson motioned to 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. Seconded by Commissioner Green, Dickinson aye, Johnson aye, Wallen aye, Calva aye, Geroux abstained, motion carried.

6C. FIRST RIGHT OF REFUSAL DISCUSSION

Klimmek reviewed that 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. 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.

Johnson asked about ownership of the building. Klimmek confirmed that the Pizza Factory and Carousell Works portion are owned by Jacobsen, and the other portion including the Senior Activity Center, Food Shelf, and City Hall are owned by the City.

Dickinson asked about the ownership of parking. Klimmek stated that on the south side of the building there are two separately owned sections of the parking lot and the north side is owned by the City, but shared with the other businesses that use the building. Diane Jacobsen stated that there are two separately owned portions and the hallways are considered common areas that are shared between the two owners. She stated this worked well because City Hall is open during the week and Carousell Works has their events on the weekend.

Johnson asked about title searches. Diane Jacobsen's Representative stated that there should be titles on record from previous transactions. Geroux stated that transactions within the last 30 years have proved to be problematic. Johnson asked staff if the City has the first opportunity for purchase of Jacobsen's property. Klimmek confirmed that the City will have first priority to purchase. Dickinson asked whether BLEDA or the City owns the City Hall portion of the building. Wegeleben confirmed that the building is owned by the City. Johnson asked Jacobsen when she plans to start marketing. Jacobsen stated that she has a commercial realtor who is ready to start marketing now.

Commissioner Dickinson motioned to direct staff to work with the owner of PID 65-477-0115, Diane Jacobsen, on drafting a First Right of Refusal Contract. Seconded by Commissioner Geroux, unanimous ayes, motion carried.

6D. BLEDA BUDGET AND LIST OF CLAIMS

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

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. Other:

- 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

7. OTHER - None.

8. ADJOURN

Commissioner Dickinson motioned to adjourn the meeting at 6:31 p.m. Seconded by Commissioner Wallen, unanimous ayes, meeting adjourned.



AGENDA ITEM

Big Lake Economic Development Authority

Prepared By: <i>Hanna Klimmek, BLEDA Executive Director</i>	Meeting Date: 7/13/2020	Item No. 6A
Item Description: CARES Act Funding – COVID-19 Emergency Grant Program Policy, Application, and Agreement Package	Reviewed By: <i>Clay Wilfahrt, City Administrator</i>	
	Reviewed By: <i>Deb Wegeleben, Finance Director</i>	

ACTION REQUESTED

Staff requests that the BLEDA review a draft COVID-19 Emergency Grant Program Policy, Application, and Agreement package; and provide a recommendation to the Big Lake City Council for approval.

BACKGROUND/DISCUSSION

The State has approved a bill to distribute funding from the Federal Coronavirus Aid, Relief, and Economic Security (CARES) Act. The bill distributes money to local governments to assist with the financial strain caused by plummeting tax revenues. The City of Big Lake is expected to receive \$863,098 in funds by the end of July 2020.

Federal guidance indicates that a City can have discretion to determine what payments are necessary. A program that is aimed at assisting small businesses with the costs of business interruption caused by required closure should be tailored to assist those businesses in need of such assistance. Also, guidance indicates that fund payments may be used for economic support in the absence of the stay-at-home order if such expenditures are determined by the City to be necessary. This may include, for example, a grant program to benefit small businesses that close voluntarily to promote social distancing measures or that are affected by decreased customer demand as a result of the COVID-19 pandemic. With that being said, the City of Big Lake can provide the funding to businesses to cover business interruption.

The City of Big Lake has until November 15, 2020 to spend down the funds. If unable to meet the November 15, 2020 deadline, the funding will go to Sherburne County. Sherburne County has until December 1, 2020 to spend down the funds. If unable to meet the December 1, 2020 deadline, Sherburne County will have to provide their balance of funds to the State of MN.

Staff has consulted with other municipalities, Sherburne County, the City Attorney, and the Auditor to create a draft COVID-19 Emergency Grant Program Policy, Application, and Agreement package. With a recommendation from the BLEDA for approval (including any modifications/revisions the BLEDA would like to make), Staff will bring the recommendation to the City Council on July 22, 2020. After a formal approval by the City Council, Staff will heavily market the program immediately.

In an effort to meet the deadlines as before mentioned, Staff would recommend an application deadline of 4 pm on Wednesday, August 5, 2020. As soon as possible after the deadline, Staff will meet with Sherburne County (or their 3rd party administrator) to align efforts and discuss applications within the City of Big Lake. Staff will then meet with the BLEDA Finance Committee to generate a recommendation for approval during a Special BLEDA Meeting on August 17, 2020. This timeline will allow the City of Big Lake to enter into a

Round Two of accepting applications and awarding grants in the event the funding isn't spend down in Round 1.

FINANCIAL IMPACT

Funding is not budgeted as revenue in the 2020 budget.

STAFF RECOMMENDATION

Staff recommends that the BLEDA review a draft COVID-19 Emergency Grant Program Policy, Application, and Agreement package; and provide a recommendation to the Big Lake City Council for approval.

ATTACHMENTS

- DRAFT COVID-19 Emergency Grant Program Policy
- DRAFT COVID-19 Emergency Grant Program Application
- DRAFT COVID-19 Emergency Grant Program Agreement



COVID-19 EMERGENCY GRANT PROGRAM POLICY

Adopted Big Lake EDA: XXX, XX, 2020

Adopted City Council: XXX, XX, 2020

Application Timeline:

Deadline	4:00 pm on XX/XX/2020
Review	Week of XX/XX/2020
Approval	BLEDA Meeting XX/XX/2020

Table of Contents

- I. Introduction
- II. Purpose and Authority
- III. Objectives
- IV. General Criteria
- V. Program Guidelines
- VI. Application Process

I. INTRODUCTION

Small businesses and non-profits are integral and vital to the economic and social fabric of the City of Big Lake (City). Accordingly, the Big Lake Economic Development Authority (BLEDA) has determined to offer locally owned and operated businesses and non-profits, within the community, a grant opportunity to address working capital needs upon the declaration of a state of emergency by the State of Minnesota (State) and the City. The COVID-19 Emergency Grant Program is administered by the BLEDA.

II. PURPOSE AND AUTHORITY

- The purpose of this policy is to establish the BLEDA's position relating to the use of the COVID-19 Emergency Grant Program. This policy shall be used as a guide in the processing and review of applications requesting grant funds.
- The criteria are to be used in conjunction with other relevant policies of the City and/or BLEDA.
- The BLEDA reserves the right to approve or reject projects on a case-by-case basis, taking into consideration factors considered appropriate by the City, in addition to established policies, criteria, and potential benefits. Meeting the criteria does not guarantee a COVID-19 Emergency Grant Program application shall be approved. Approval or denial of an application is at the sole discretion of the BLEDA.

III. OBJECTIVES

The objective of the COVID-19 Emergency Grant Program is to deploy a local pool of funds to support local small businesses and non-profits in order to ensure viability as they move past the COVID-19 pandemic and seek to re-open or return to pre-pandemic operations. This may be accomplished by some or all of the following means:

- Provide needed finances to small businesses and non-profits within the community which have been negatively affected financially as a direct result of the COVID-19 pandemic;
- Ensure the viability of Big Lake businesses and non-profits moving past this crisis;
- Limiting the number of job losses as a direct result of the pandemic by assisting small businesses and non-profits in returning to their pre-pandemic employment levels;
- Limiting the number of small businesses and non-profits which would potentially permanently close due to COVID-19 pandemic impacts. Thereby also limiting the total number of potential vacancies in key commercial and industrial areas of the City.

IV. GENERAL CRITERIA

A. ELIGIBLE EXPENDITURES

The COVID-19 Emergency Grant Program may be used for working capital purposes defined as:

1. Paying fixed debts;
2. Payroll costs;
3. Accounts payable;
4. Utility payments;
5. Inventory costs;
6. Paying other direct business-related bills.

B. ELIGIBLE BUSINESS DETAILS

To be eligible to receive a COVID-19 Emergency Grant, a business or non-profit must demonstrate that its operations have been directly and adversely, negatively, affected by the COVID-19 Health Pandemic and/or that it operates in a category named in Executive Orders 20-04 and 20-08. All applicants must meet the following criteria:

1. Have been “in business by March 1, 2020” (BLEDA shall have authority to determine “been in business”);
2. Be considered an eligible business type, as defined in IV. C of this policy;
3. Have no more than 100 FTE (full-time equivalent) employees at the location address. Special consideration may be given to businesses and non-profits which utilize independent contractors and sole proprietors within their business;
4. The small business or non-profit must have a physical address within the City. Proof of address shall be required when applying;
5. All small business or non-profit applicants must be an allowed use through zoning of the property or be a legally non-conforming use;
6. The small business or non-profit must be a legal entity registered with the Minnesota Secretary of State, and be in good standing;
7. Any applicant must not have delinquent taxes, bills, or charges due to the City from February 1, 2020 or prior.
8. The applicant must demonstrate, through their narrative, that operations will not survive “but-for” a grant opportunity.
9. Applicants are strongly encouraged to claim all applicable private and public insurance and utilize all other sources of applicable assistance available from other private and public sources. Applicants are strongly encouraged to apply for an Economic Injury Disaster Loan through the Small Business Administration (SBA), a

Small Business Emergency Loan through the Minnesota Department of Employment and Economic Development (DEED), and for a grant through Sherburne County prior to applying for this grant.

C. ELIGIBLE BUSINESS TYPES

Eligible small businesses which may apply for the COVID-19 Emergency Grant Program include businesses which have been deemed non-essential by the State of Minnesota or those which have faced mandated closures per State of Minnesota orders.

The BLEDA may allow for non-profits to apply to the COVID-19 Emergency Grant Program if they also have been deemed non-essential by the State of Minnesota or which have faced mandated closures per State of Minnesota orders.

D. INELIGIBLE ACTIVITIES

The COVID-19 Emergency Grant Program may not be used for the following activities:

1. Agriculture (crop or livestock production, etc.);
2. Purchasing of machinery or vehicles;
3. Moving expenses;
4. Payment of property taxes;
5. Land acquisition for speculation.

F. REQUIRED DOCUMENTS

Application requirements include:

1. Basic details about the business;
2. Basic employment and annual gross revenue information;
3. Information on current operations including whether the business is currently closed or is providing reduced services;
4. Narrative descriptions and estimated calculations of the negative impacts on the business due to COVID-19;
5. Articles of Incorporation, or proof of business existence;
6. Information on the intended use of the grant funds.

H. CONFLICT OF INTEREST

An officer of the City will not have a personal financial interest or personally benefit financially from the business to be assisted. Minn. Stat. 471.87 and 471.88 provide guidance on conflict of interest.

I. GOVERNMENT DATA PRACTICES

Information contained in the application for assistance will become a matter of public record with the exception of those items protected under Minn. Stat. 13.591.

V. PROGRAM GUIDELINES

- GRANT AMOUNT
 - Actual loss (subject to total funds available and number of application submitted).
- PROOF OF NEED
 - All applicants shall be required to provide proof of financial need for grant funds prior to approval. This includes but is not limited to the previous year's annual gross revenue, average monthly gross revenue prior to COVID-19, and projected monthly gross revenue for the next two months.
- PROOF OF EXPENSES
 - Applicant shall provide proof of eligible expenses requested to be paid with grant funds (see eligible expenses in IV. A).
- DISBURSEMENT OF FUNDS:
 - Funds shall be distributed within one to two weeks after a fully executed grant agreement has been received depending on how grant recipients elect to receive funds.
- TERMINATION:
 - The BLEDA retains the right to terminate any agreement under the COVID-19 Emergency Grant Program if a grant recipient is found to be in violation of any conditions set forth in the grant guidelines or grant agreement.
- RIGHT TO DENY:
 - The BLEDA retains the right to deny any application for grant funding.
- GRANT AGREEMENT:

- Upon a successful grant application being awarded funds, the grant recipient shall enter into a Grant Agreement with the BLEDA. Funds will not be distributed for any grant award until a grant agreement has been executed by all required parties.
- **REPORTING:**
 - As a condition for receiving grant funding, all grant recipients are required to submit a brief report to the BLEDA within 60-days after an executed grant agreement, specifying how the entirety of the grant funds were utilized and providing evidence in the form of paid invoices, statements, or similar documentation.
- **FUNDING AVAILABILITY:**
 - The COVID-19 Emergency Grant Program has a limited amount of funds available. Awards will be provided after an application deadline and selection process has occurred.
- **INDEMNIFICATION:**
 - All grant recipients shall be required to indemnify the City, the BLEDA, and any officers acting on their behalf.

VI. APPLICATION PROCESS

All applications for funding from the COVID-19 Emergency Grant Program will be accepted until 4 pm on XX/XX/2020. Applications will be required to be submitted to the BLEDA (contact information is listed below). Upon submission of an application, BLEDA Staff will review the application to ensure complete information is provided. If additional information is needed, Staff will request the needed information.

Big Lake Economic Development Authority

Attn: Hanna Klimmek, Executive Director
 160 Lake Street North
 Big Lake, MN 55309
hklimmek@biglakemn.org
 763-251-2979

Application Timeline:

Deadline	4:00 pm on XX/XX/2020
Review	Week of XX/XX/2020
Approval	BLEDA Meeting XX/XX/2020



Big Lake Economic Development Authority (BLEDA) Small Business Emergency Grant Application

Program Information: All grants awarded are for the purpose of working capital and intended to replace cash flow used for operating costs that existed at the time of the peacetime emergency declaration made through Executive Order 20-01. Such costs may include current payroll obligations, lease or mortgage payments, utilities, accounts payable, property taxes and other critical business expenses that can't be paid as a direct result of the current health emergency. This program is subject to applicable state and local peacetime emergency executive orders.

Eligibility Notes: All applicants must be eligible businesses with physical operations located in the City of Big Lake that have been operating long enough to demonstrate financial viability. Applicants must demonstrate that they were directly and adversely affected by the COVID-19 related peacetime emergency Executive Orders 20-04 and 20-08, including being in an industry specifically named by those executive orders.

Application Timeline:

Deadline 4:00 pm on XX/XX/XXXX
Review Week of XX/XX/XXXX
Approval BLEDA Meeting XX/XX/XXXX

Please review and complete entire application prior to submittal.

Applicant Information

1. Business legal name:

_____ *(Name should be the officially registered name of the business entity.)*

Business operating name
(if different)

Type of Business:

NAICS Code (if available):

Business street address:

City: _____

State: _____

Zip Code: _____

Mailing address (if different):

City: _____

State: _____

Zip Code: _____

Telephone: _____ Email: _____

Business website: _____

2. Individual completing the application:

Name: _____

Title: _____

(Owner, Founder, CEO, General Manager, Partner, etc.)

Address: _____

Telephone: _____ Email: _____

3. Is your business registered with the Minnesota Secretary of State?

Yes No

4. Do you own the building where your business is located or have a lease for the space?

Own Lease

Applicants will need to provide a copy of a lease or statement of lease terms, mortgage statement, property tax statement, or other documentation to show site control within the city.

5. Business description (product, hours, customers, clients, number of locations, etc.), type (industry) and brief history of business:

6. What year did this business begin operating in Big Lake? _____

a. Does the business operate (have a physical presence) in another city?

Yes No

If yes, please specify other location(s): _____

7. Employment (please include all W-2 employees):

On March 1, 2020:

Full-time employees: _____ **# Part-time employees:** _____

Current:

Full-time employees: _____ **# Part-time employees:** _____

Financial Information

8. Annual gross revenue last year? \$ _____

9. Average monthly gross revenue prior to March 16th? \$ _____

10. Projected monthly gross revenue? \$ _____
(Average of next three months)

11. Estimated monthly gross revenue loss due to COVID-19: \$ _____

12. Insurance claims filed? Yes No Not Applicable

13. Evidence of submittal, acceptance, approval and/or denial of State and federal emergency financing program application. Has applicant applied for an Economic Injury Disaster Loan through the SBA and Small Business Emergency Loan through the Minnesota Department of Employment and Economic Development (DEED) and/ or other government financing prior to applying for this grant? Yes No

14. Evidence of submittal, acceptance, approval and/or denial of a grant opportunity through Sherburne County. Has applicant applied for a grant through Sherburne County? Yes No

Please explain below:

COVID-19 Impact

15. Was your business ordered to close or had to significantly reduce its operations by a State of Minnesota Emergency Executive Order in 2020?

- Yes No

16. Current operating status of business:

- open for business and/or operating online
- open for business but with reduced hours
- reduced operations and/or operating online
- closed but still operating onsite, online or remotely
- closed but products and or services redeployed to assist current health crisis
- completely closed
- Other: please explain current status of business if none of the above apply.

17. Briefly explain how the business has been impacted by COVID 19 health pandemic and/or related Executive Orders and what challenges it is facing.

18. What are your plans to reopen and/or resume operations following the COVID-19 crisis?

19. Grant amount requested _____

20. Please describe how you intend to use awarded grant funds to support your business during the COVID-19 crisis. Eligible expenses include current payroll obligations (i.e. may not include employees who have been laid off), lease or mortgage payments, utilities, accounts payable, property taxes and other critical business expenses that can't be paid as a direct result of the current health emergency. Please specify eligible expenses expected to be paid with funds. Include proposed expenses requested to be paid using total amount of grant. For example: Payroll – 2 employees, 2 weeks: \$3,000, May Rent - \$2,000.

21. Is there anything else that we should be aware of in relation to your application or business?

Preference for Receipt of Funds

Upon notification of any award of funds, how would you prefer to receive payment?

Please choose one of the following options:

- Option 1 – Check (allow 14 days for processing once application is approved and fully-executed grant agreement has been received)

Please provide payee name and mailing address:

Check payable to: _____

Mailing address: _____

- Option 2 – Wire Transfer/Direct Deposit
(allow 72 hours for processing once application is approved)

Please provide all bank information listed below:

Bank name: _____

Bank address: _____

Bank routing number (9 digits): _____

Account name: _____

Account address: _____

Checking account number: _____

Your contact phone number or e-mail for questions: _____

You can also contact our city finance department directly with this information by e-mail at dwegeleben@biglakemn.org.

Supporting Documents

The following documents must accompany an application for it to be deemed complete:

1. Evidence that you own or lease the space your business is located in. Example documentation includes: copy or statement of lease including terms, mortgage statement, property tax statement or other document to show proof of occupancy within City of Big Lake. This could also include photograph or web map street image of the business location with evidence of business signage, if applicable.
2. Proof of eligible expense requested to be paid with grant funds. This includes, but is not limited to, payroll, rent/mortgage/utility/ property tax statements, accounts payable, and other critical business expenses that can't be paid as a direct result of the current health emergency.
3. The most recent federal tax return submitted for the business (with signature).
4. A W-9 Form (with signature).
5. Other supporting documentation deemed necessary by the EDA to assist in understanding the applicant's situation.

Grant Report

All grant recipients are required to submit a brief report to the Big Lake EDA 60 days after the date of the executed grant agreement, specifying how the entirety of the awarded grant funds were utilized. Grant Recipients will be required to provide substantially the following information:

Business name: _____

Business street address: _____

City: _____ State: _____ Zip Code: _____

Name and title of person completing form: _____

1. What was the total amount of grant you received? \$ _____

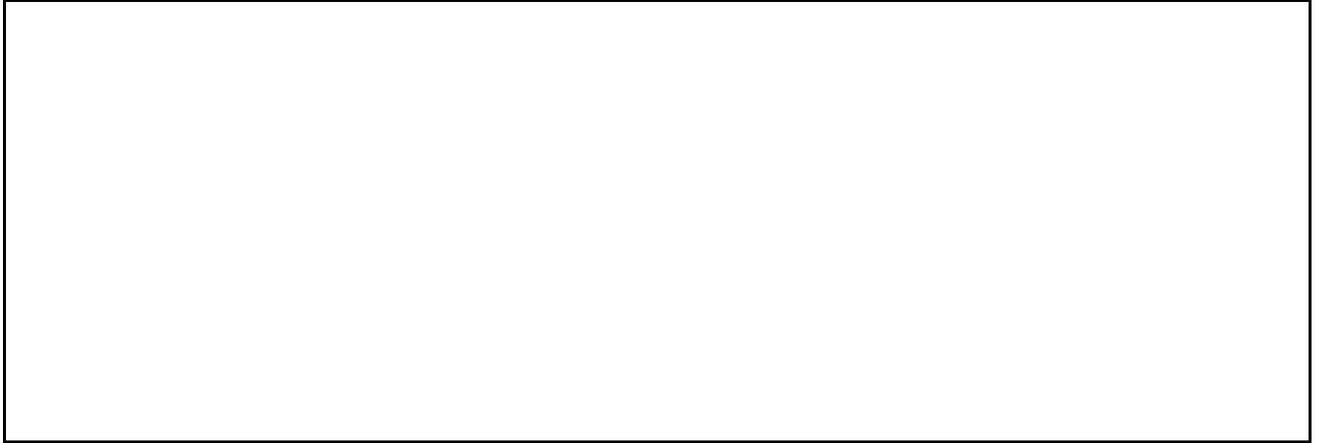
2. Did you utilize the funds as expected and stated in your application?

Yes

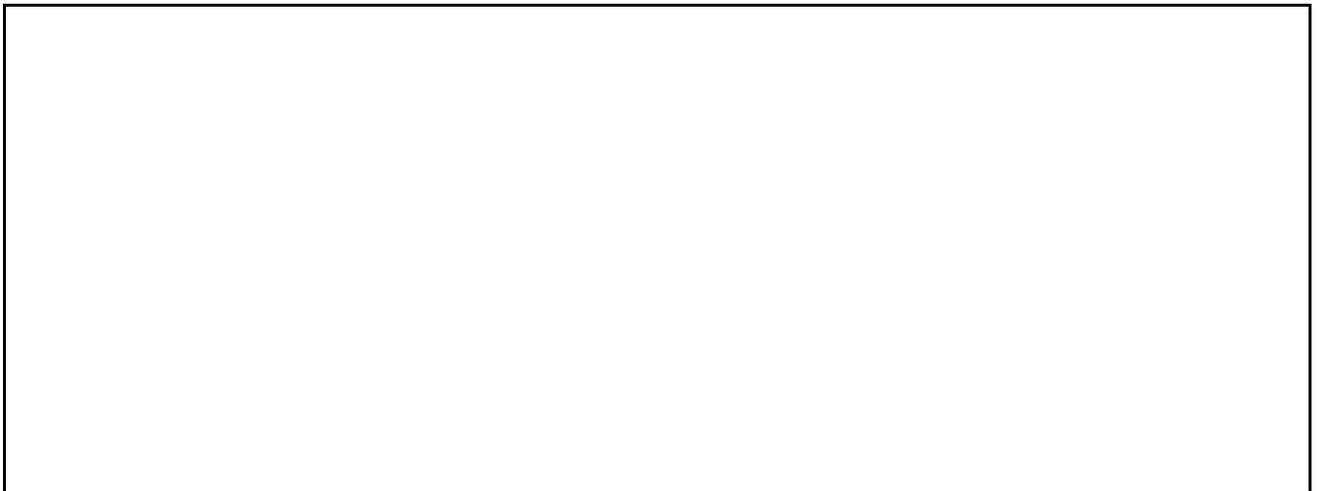
No, please explain

3. Please specify how grant funds were utilized. Include expenses and amounts up to total amount of grant. For example: Payroll – 2 employees, 2 weeks: \$3,000, May Rent - \$2,000.

4. Please describe benefits received from the awarded funds.



5. Briefly explain any ongoing business impacts from the COVID-19 pandemic:



Applicant Acknowledgements

1. The Applicant shall hold the BLEDA, its officers, consultants, attorneys, and agents harmless from any and all claims arising from or in connection with the Grant Program or its Application, including but not limited to, any legal or actual violations of any State or Federal laws.
2. The Applicant recognizes and agrees that the BLEDA retains absolute authority and discretion to decide whether or not to accept or deny any particular Grant Application, and that all expenditures, obligations, costs, fees, or liabilities incurred by the Applicant in connection with the Grant Application are incurred by the Applicant at its sole risk and expense.
3. The Applicant acknowledges that it has read the COVID-19 Emergency Grant Program guidelines and understands that if the application is approved for funding, grant funds awarded must only be used to pay eligible expenses.
4. **Financial Assistance Certification:** I hereby certify that the Small Business Emergency Assistance is necessary due to direct and adverse effects related to Executive Orders 20-04 and 20-08.

The undersigned, a duly authorized representative of the Applicant, hereby certifies the foregoing information is true, correct, and complete as of the date hereof; and agrees that:

- All proceeds from the grant will be used for eligible business expenses under the COVID-19 Emergency Grant Program;
- Applicant will file a report with the City of Big Lake within 60-days after the date of the executed grant agreement stating how awarded funds were spent;
- Applicant shall be bound by all terms and provisions of the COVID-19 Emergency Grant Program.

Name/Title of Authorized Business Representative

Signature of Authorized Business Representative

Date

COVID-19 EMERGENCY GRANT AGREEMENT

This Grant Agreement (“Agreement”) is made this ___ day of _____, 2020, between the Big Lake Economic Development Authority, a public body corporate and politic and political subdivision of the State of Minnesota ("Grantor"), and _____, a Minnesota _____ ("Grantee").

RECITALS

A. Grantor has duly established its COVID-19 Emergency Grant Program (the “Program”) and has approved guidelines for said Program (the “Program Guidelines”).

B. Grantee has submitted an application for a grant (the “Grant Application”) pursuant to the Program Guidelines, and Grantor has approved a grant to the Grantee in the maximum principal amount of \$_____ (the “Grant”) to pay a portion of the costs of qualifying expenditures under the Grant Guidelines as set forth in the Grant Application, in connection with Grantee’s _____ business located at _____ in the City of Big Lake, Minnesota (the “City”) (the “Grant Activities”).

C. The Grantor and Grantee have negotiated the terms of the Grant, and now desire to memorialize such terms in this Agreement.

ACCORDINGLY, to induce Grantor to make the Grant to Grantee, and for good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties hereto agree as follows:

1. The Grant Amount. Subject to and upon the terms and conditions of this Agreement, the Program Guidelines, and the Grant Application (together, the “Grant Documents”), Grantor agrees to grant to Grantee the sum of _____ and no/100ths Dollars (\$_____). Proceeds of the Grant shall be disbursed for the Grant Activities approved pursuant to the Grant Documents in accordance with Section 2 hereof.

2. Disbursement of Grant Proceeds.

(a) All Grant proceeds shall be paid to Grantee in accordance with the terms and conditions of the Grant Documents. Notwithstanding anything to the contrary herein, any costs of the Grant Activities exceeding the amount to be reimbursed under this Agreement shall be the sole responsibility of the Grantee.

(b) On the date of closing on the Grant, all Grant proceeds shall be disbursed to the Grantee. The disbursement of proceeds of the Grant will be made subject to the conditions precedent that prior to or as of the date of disbursement:

(i) The Grantor has received from Grantee, without expense to Grantor, an executed copy of this Agreement;

(ii) Grantee is in compliance with the terms of the Grant Documents.

3. Representations and Warranties. Grantee represents and warrants to Grantor that:

(a) Grantee is duly authorized and empowered to execute, deliver, and perform this Agreement and to receive the Grant from Grantor.

(b) The execution and delivery of this Agreement, and the performance by Grantee of its obligations under the Grant Documents, do not and will not materially violate or conflict with any applicable provision of law and do not and will not materially violate or conflict with, or cause any default or event of default to occur under, any material agreement binding upon Grantee.

(c) The execution and delivery of this Agreement has been duly approved by all necessary action of Grantee, and this Agreement has in fact been duly executed and delivered by Grantee and constitutes its lawful and binding obligation, legally enforceable against it.

(d) Grantee warrants that it shall keep and maintain books, records, and other documents relating directly to the receipt and disbursements of Grant proceeds and that any duly authorized representative of Grantor shall, with reasonable advance notice, have access to and the right to inspect, copy, audit, and examine all such books, records, and other documents of Grantee pertaining to the Grant until the completion of all closeout procedures and the final settlement and conclusion of all issues arising out of this Grant.

(e) Grantee warrants that to the best of its knowledge, it has fully complied with all applicable state and federal laws reasonably relevant to this Agreement and will continue to comply throughout the terms of this Agreement. If at any time Grantee receives notice of noncompliance from any governmental entity, Grantee agrees to take any necessary action to comply with the state or federal law in question.

(f) Grantee warrants that it will use the proceeds of the Grant made by Grantor solely for the Grant Activities, and that within 90 days after the date of this Agreement, Grantee shall provide to Grantor in writing a brief report in substantially the form included in the Grant Application, specifying how the entirety of the Grant funds have been utilized and providing evidence in the form of paid invoices, statements, or similar.

4. No Business Subsidy. The parties agree that the Grant is not a business subsidy as defined in Minnesota Statutes, Sections 116J.993 to 116J.995, as amended (the “Business Subsidy Act”), because the assistance is in an amount less than \$150,000.

5. Event of Default by Grantee. The following shall be Events of Default under this Agreement:

(a) failure to complete any part of the Grant Activities within 60 days after the

date of this Agreement;

(b) any representation or warranty made by Grantee herein is false when made;

(d) any material breach or failure of Grantee to perform any material term or condition of this Agreement not specifically described as an Event of Default in this Agreement and such breach or failure continues for a period of thirty (30) days after Grantor has given written notice to Grantee specifying such default or breach, unless Grantor agrees in writing to an extension of such time prior to its expiration; provided, however, if the failure stated in the notice cannot be corrected within the applicable period, Grantor will not unreasonably withhold its consent to an extension of such time if corrective action is instituted by Grantee within the applicable period and is being diligently pursued until the Event of Default is corrected, but no such extension shall be given for an Event of Default that can be cured by the payment of money (i.e., payment of taxes, insurance premiums, or other amounts required to be paid hereunder).

6. Grantor's Remedy upon Grantee's Default. Upon an Event of Default by Grantee and after provision by Grantor of written notice, Grantor shall have the right to suspend or terminate its performance under this Agreement. In addition, Grantee will be ineligible for future grants under the Program.

7. Indemnification.

(a) Grantee shall and does hereby agree to indemnify against and to hold Grantor, and its officers, agents, and employees, harmless of and from any and all liability, loss, or damage that it may incur under or by reason of this Agreement, and of and from any and all claims and demands whatsoever that may be asserted against Grantor by reason of any alleged obligations or undertakings on its part to perform or discharge any of the terms, covenants, or agreements contained herein.

(b) This indemnification and hold harmless provision shall survive the execution, delivery, and performance of this Agreement and the payment by Grantor of any portion of the Grant.

(c) Nothing in this Agreement shall constitute a waiver of or limitation on any immunity from or limitation on liability to which Grantee is entitled under law.

8. Miscellaneous.

(a) Waiver. The performance or observance of any promise or condition set forth in this Agreement may be waived, amended, or modified only by a writing signed by Grantee and Grantor. No delay in the exercise of any power, right, or remedy operates as a waiver thereof, nor shall any single or partial exercise of any other power, right, or remedy.

(b) Assignment. This Agreement shall be binding upon the parties, their successors and assigns. All rights and powers specifically conferred upon Grantor may be

transferred or delegated by Grantor to any of its successors and assigns. Grantee's rights and obligations under this Agreement may be assigned only when such assignment is approved in writing by Grantor; except that if such assignment is made to an affiliate or subsidiary of Grantee, Grantee may assign any of its rights or obligations to such affiliate or subsidiary upon written notice to the Grantor.

(c) Governing Law. This Agreement is made and shall be governed in all respects by the laws of the state of Minnesota. Any disputes, controversies, or claims arising out of this Agreement shall be heard in the state or federal courts of Minnesota, and all parties to this Agreement waive any objection to the jurisdiction of these courts, whether based on convenience or otherwise.

(d) Severability. If any provision or application of this Agreement is held unlawful or unenforceable in any respect, such illegality or unenforceability shall not affect other provisions or applications that can be given effect, and this Agreement shall be construed as if the unlawful or unenforceable provision or application had never been contained herein or prescribed hereby.

(e) Notice. All notices required hereunder shall be given by depositing in the U.S. mail, postage prepaid, certified mail, return receipt requested, to the following addresses (or such other addresses as either party may notify the other):

To Grantor: Big Lake Economic Development Authority
 160 Lake Street North
 Big Lake, MN 55309
 Attn: Executive Director

To Grantee:

Attn: _____

(f) Termination. Upon the date of receipt by the Grantor of Grantee's written report on Grantee's expenditure of Grant proceeds as described in paragraph 3(f) of this Agreement, this Agreement shall terminate and neither party shall have any further obligation to the other.

(g) Entire Agreement. This Agreement, together with the Grant Documents, which are incorporated by reference, constitutes the complete and exclusive statement of all mutual understandings between the parties with respect to this Agreement, superseding all prior or contemporaneous proposals, communications, and understandings, whether oral or written, concerning the Grant.

(h) Headings. The headings appearing at the beginning of the several sections contained in this Agreement have been inserted for identification and reference purposes only and shall not be used in the construction and interpretation of this Agreement.

IN WITNESS WHEREOF, this Agreement has been duly executed and delivered by the proper officers thereunto duly authorized on the day and year first written above.

GRANTOR:
BIG LAKE ECONOMIC DEVELOPMENT
AUTHORITY

By: _____

Its President

By: _____

Its Executive Director

[SIGNATURE PAGE TO GRANT AGREEMENT – GRANTOR]

GRANTEE:

By: _____

Title: _____

[SIGNATURE PAGE TO GRANT AGREEMENT – GRANTEE]



AGENDA ITEM

Big Lake Economic Development Authority

Prepared By: <i>Deb Wegeleben, BLEDA Assistant Treasurer</i>	Meeting Date: 7/13/2020	Item No. 6B
Item Description: <i>BLEDA Budget Report and List of Claims – June 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 June 2020.

BACKGROUND/DISCUSSION

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

ATTACHMENTS

BLEDA June 2020 Budget Report and List of Claims



unaudited

**Big Lake Economic Development Authority
Balance Sheet
6/30/2020**

Assets	Balance	Comments
Cash	45,577.40	
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>116,047.71</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	-	2019 Expense will be paid in 2020 - recording fees
Accrued Wages/Fringe	-	
Designated Fund Balance	-	
Unreserved Fund Balance	92,610.13	
Total Liabilities & Fund Balance	<u><u>116,047.71</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-Transfer	23,180.28	
Remaining Wages & Fringe	36,451.51	
Outstanding Budget Items	3,000.00	consultants/lawn care/snow plow
Outstanding Contracting - Branding	<u>50,000.00</u>	
	112,631.79	
Property Tax Payments Projections	119,678.47	
Projected Cash Balance - YE	52,624.08	



**Big Lake Economic Development Authority
Statement of Operating Revenues and Expenditures
6/30/2020**

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	729.65	70.35	
Sub Total Operating Revenues	154,900.00	25,729.65	129,170.35	
Total Revenues	154,900.00	25,729.65	129,170.35	
Expenditures				
Wages & Fringe	63,796.00	27,344.49	36,451.51	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	186.00	2,814.00	
Meals	50.00	-	50.00	
Other Operating Expenses	50.00	36.89	13.11	
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 Transfer to Industrial Park Fund prior year assessm
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	52,056.88	118,176.12	
Other Expenditures:				
Interfund Loans Interest Exp	1,377.00	1,376.53	0.47	
Total Expenditures	171,610.00	53,433.41	118,176.59	
Operating Revenues less Expenditures	(16,710.00)	(27,703.76)	10,993.76	
Interfund Loan Principal Payment	25,000.00	25,000.00	-	

Project Fund Balance Inc/(Decr) (16,710.00) (27,703.76)

**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
6/30/2020

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>		



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

	92,610.13
Total Fund Bal	<u>92,610.13</u>

Reconciliation

GL	
DEFERRED REVENUE - DELO PROPERTY TAX RECEIVABLE	2,553.33
UNRESERVED FUND BALANCE	<u>90,056.80</u>
	92,610.13

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
 June

Search Name	CHECK	Check Date	Batch Name	Amount	Comments	Act Code
Act Code 275-000-00-05-4002						
0			PR12 061020	\$1,987.20	Labor Distribution	275-000-00-05-4002
0			PR 13 062420	\$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			PR12 061020	\$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			PR12 061020	\$31.25	Labor Distribution	275-000-00-05-4009
0			PR 13 062420	\$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			PR12 061020	\$152.01	Labor Distribution	275-000-00-05-4010
0			PR 13 062420	\$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			PR12 061020	\$149.04	Labor Distribution	275-000-00-05-4012
0			PR 13 062420	\$149.04	Labor Distribution	275-000-00-05-4012
Act Code 275-000-00-05-4012				\$298.08		
Act Code 275-000-00-20-4170						
0 CAMPBELL KNUTSON PROFESSIONAL	083027	6/12/2020	AP061220	\$186.00	BLEDA OPTIONS/BLACKBIRD GROUP LLC	275-000-00-20-4170
Act Code 275-000-00-20-4170				\$186.00		
Act Code 275-000-00-25-4212						
0 US BANK	004751E	6/15/2020	06.11.20USCC	\$20.81	CITY HALL SUPPLIES	275-000-00-25-4212
Act Code 275-000-00-25-4212				\$20.81		
				\$5,134.10		



Community Development Department Update

1. Current Development Activity (as of 7/8/20):

Housing:

- Single-Family New Construction Issued Permits 24
- Single-Family New Construction in Review 02

- Multi-Family New Construction
 - The Crossings Phase II – 38 Affordable Townhome Rental Units
 - Developer – Duffy Development
 - Nearly Complete w/ Occupied Units
 - Station Street Apartments Phase I and Phase II – 70 Market Rate Rental Units
 - Developer – Kuepers, Inc.
 - In Construction
 - Sandhill Villas (HOA) – 12-Unit Single-Family Development Project
 - Developer – Troy Siemers
 - Fully Approved – Working on Development Agreement
 - Avalon Estates – 108 Units for 55+ (Patio Homes, Twin Homes, Apt. Building)
 - Developer – Avalon Homes
 - Concept Phase
 - Big Lake Station Apartments – 55 Affordable Multi-Family Units; 70 Affordable Units for 55+
 - Developer – Aeon
 - Concept Phase
 - Marketplace Crossing I & II – 120 Affordable and Market Rate Multi-Family Rental Units (2, 60-unit buildings)
 - Developer – CommonBond
 - Concept Phase

Commercial/Industrial:

- ❖ Minnco Credit Union
 - Opened on June 22nd
- ❖ Big Lake Car Condo's
 - Project is on hold
- ❖ Wastewater Treatment Expansion Project

- In Construction
- ❖ Great River Federal Credit Union
 - Waiting on Final Application Submission
- ❖ Nystrom & Associates Treatment Facility
 - Working Through Preliminary Application
- ❖ Blackbird Group, LLC
 - BLEDA Provided a 1-Year Extension

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.
- Working on developing a grant program policy and application process to disburse CARES Act funding to the Big Lake small business and non-profit community.

3. Planning & Zoning:

- Looking for a new City Planner.
- The Code Revision Task Force has been created. Kick-off meeting will be held within the first two weeks of August 2020.

4. Building:

PERMIT ACTIVITY REPORT – THROUGH JUNE 30, 2020

Permit Type	Permits Issued in June of 2020	2020 Total
Single-Family	11	23
Multi-Family	0	2
Commercial New / Remodel / Addition	4	14
Remodel / Decks / Misc.	40	153
HVAC / Mechanical	13	42
Plumbing	18	46

Zoning	27	98
Land Alteration	0	3
Fire	2	12
TOTAL	115	393

	Permit Fee	Plan Review	TOTAL
Total Fees in June 2020	\$91,850.22	\$32,256.42	\$124,109.64

YTD 2020 Total Valuation (through 6/30/20)	YTD 2020 Permit Fee + Plan Review (through 6/30/20)
\$19,288,779.50	\$247,852.59

PREVIOUS YEAR COMPARISON – THROUGH JUNE 30, 2019

Permit Type	Permits Issued in June of 2019	2019 Total
Single-Family	2	35
Multi-Family	0	0
Commercial New / Remodel / Addition	1	6
Remodel / Decks / Misc.	33	160
HVAC / Mechanical	8	43
Plumbing	6	26

Zoning	20	83
Land Alteration	0	0
Fire	0	0
TOTAL	70	353

	Permit Fee	Plan Review	TOTAL
Total Fees in June 2019	\$29,526.50	\$3,216.11	\$32,742.61

YTD 2019 Total Valuation (through 6/30/19)	YTD 2019 Permit Fee + Plan Review (through 6/30/19)
\$14,466,715.88	\$556,892.87