

BIG LAKE ECONOMIC DEVELOPMENT AUTHORITY

MEETING MINUTES

MONDAY, JANUARY 13, 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, and *Rose Johnson. Commissioners absent: *Mike Wallen and *Norm Leslie.

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

4. ADOPT AGENDA

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

5. APPROVE BLEDA MEETING MINUTES OF DECEMBER 9, 2019

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

6. BLEDA BUSINESS ITEMS

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

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

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

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

Commissioner Geroux motioned to set a special BLEDA gathering for Saturday, March 21, 2020 from 9:00 a.m. to 12:00 p.m. at the Big Lake High School (501 Minnesota Avenue) for the Big Lake Chamber of Commerce and Industry Community Fair. Seconded by Commissioner Dickinson, unanimous ayes, motion carried.

6C. BLEDA COMMISSIONER TERM SCHEDULE

BLEDA Commissioner Terms are currently set as follows:

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

BLEDA Executive Director Hanna Klimmek stated that throughout the many years of BLEDA Commissioners vacating seats through resignation, becoming ineligible due to sale of City property, terms ending, etc., somehow the term schedule has evolved into triggering four term end-dates of 12/31/20. Staff believes this situation has been created by turn-over and re-assignment of duties. Klimmek made the following recommendations for updating the BLEDA Commission’s Term Schedule:

- Seats A & B – Both seats were re-appointed for 6-year terms in 2015
 - o Staff suggests that 1 seat term end on 12/31/20 and the other on 12/31/21
- Seat C – Seat was appointed to finish the term for Doug Hayes
 - o Staff suggests this seat term could end on 12/31/2024
- Seat D – Seat was appointed to finish the term for Rose Johnson
 - o Staff suggest this seat term could end on 12/31/2023
- Seat E – Seat was appointed to finish the term for Derek Vetch but the BLEDA revised the term for a 4-year term during their 12/10/18 meeting to create a term end-date of 12/31/20
 - o Staff suggests this seat term could end on 12/21/22

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

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

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

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

6E. COMMUNITY DEVELOPMENT DEPARTMENT UPDATE

2019 Business Retention & Expansion Visits:

1/03/19	AutoStop	6/05/19	Industrial Molded Rubber
1/07/19	Bank of Elk River	7/23/19	Ice-O-Metric Contracting, Inc.
1/14/19	Keller Lake Commons	8/07/19	Big Lake Floral
1/14/19	Gess What’s Cookin’	8/28/19	ProFusion
2/05/19	West Sherburne Tribune	9/06/19	Sherburne State Bank
2/15/19	Create & Connect Studio	10/01/19	Nystrom Associates
3/14/19	Lupulin Brewing Company	10/03/19	LISI MEDICAL Remmele
3/21/19	Russell’s on the Lake	10/22/19	Arconic
4/01/19	Vision Transportation	10/29/19	Williams Dingmann Funeral Homes

4/10/19	Connexus Energy	11/05/19	Minnco Credit Union
5/09/19	Arcadian Salon	12/03/19	Horace Mann - Insurance
5/20/19	Freedom Strategy Group	12/03/19	Terning & Company, Inc.
5/28/19	Northstar Technologies	12/03/19	Kensho Salon
5/28/19	BP Athletics	12/03/19	Chainmail Joe
5/28/19	TJ's Packaging	12/03/19	Garnet Capital
5/28/19	Black Label	12/20/19	French Twist – Salon & Boutique

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

Housing:

- 2019 Single-Family New Construction Issued Permits 77
- 2020 Single-Family New Construction Issued Permits 1
- Single-Family New Construction in Review 0
- Current vacant residential platted lots 269

- Multi-Family New Construction
 - Duffy Development - The Crossing at Big Lake Station Phase II – In Construction.
 - Kuepers, Inc. – Station Street Apartments - 105-unit multi-family, market rate new construction project – in pre-development phase.
 - Sandhill Villas (HOA) – 12-unit development project – in predevelopment phase

Commercial/Industrial:

- ❖ Minnco Credit Union – New Business / New Construction
 - In construction
- ❖ Car Condo Project – New Business / New Construction
 - Pre-development
- ❖ Wastewater Treatment Project - Expansion
 - PUD Process – Pre-development
- ❖ Vision Bus - Expansion
 - Pre-development
- ❖ Nystrom Associates Rehabilitation Facility
 - Concept phase

BLEDA:

- Recommendations for revising the BLEDA Bylaws were presented to the BLEDA during their September meeting. Revisions will be brought to the Joint Powers Board on January 8, 2020.
- The BLEDA Strategic Plan has been revised to include a city-wide branding project to begin in 2020. The RFP will be issued on January 9, 2020.
- During their November 12, 2019 meeting, the BLEDA entered into a Contract for Private Development with the Blackbird Group LLC to newly construct a laundromat facility on the corner of Martin and Fern.
- Staff will be attending the 2020 EDAM Winter Conference on January 23rd and 24th.

- Staff will be attending the MN Public Finance Seminar hosted by Ehlers on February 6th and 7th.
- 2018/2019 Countywide Commercial Industrial Growth (taxable value added):
 - Becker \$7,494,100
 - Elk River \$4,392,600
 - Princeton \$3,461,000
 - **Big Lake \$3,096,500**
 - Zimmerman \$2,893,400
 - Clear Lake \$571,000

Planning & Zoning:

- Michael Healy, City Planner, has accepted a planning position with the City of South St. Paul. His last day with the City of Big Lake is January 17, 2020. Community Development is accepting applications through January 6, 2020 hoping to have a new City Planner in place by the beginning of February.
- Working on an ordinance amendment updating the City's Non-conformity (Grandfather) Ordinance.
- Working on an ordinance amendment regarding the maximum area of detached accessory buildings.
- Working on a housekeeping ordinance to clean up the City Code.
- Preparing to hire a summer intern to facilitate code enforcement.

Building – Permit Fee Activity:

Permit Type	Permits Issued in Dec. of '19	2019 Total
Single-Family	3	77
Multi-Family	0	2
Commercial New / Remodel / Addition	1	22
Remodel / Decks / Misc.	9	247
HVAC / Mechanical	6	74
Plumbing	5	62
Zoning	1	133
Engineering	0	8
TOTAL	25	625

	Permit Fee	Plan Review	TOTAL
Total Fees in Dec.	\$10,625.30	\$3,506.03	\$14,131.33

2019 Total Valuation	2019 Permit Fee + Plan Review
\$35,308,205.07	\$450,899.99

Other:

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

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

7. **OTHER** – None.

8. **ADJOURN**

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