

AGENDA
BIG LAKE ECONOMIC DEVELOPMENT AUTHORITY
CITY HALL COUNCIL CHAMBERS
MONDAY, SEPTEMBER 14, 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, M. Wallen, JB. Calva)
- 4) **ADOPT AGENDA**
- 5) **APPROVE BLEDA MINUTES OF AUGUST 10, 2020**
- 6) **BLEDA BUSINESS ITEMS**
 - 6A. Big Lake Manufacturing Week – October 1-7, 2020
 - 6B. BLEDA Strategic Plan Discussion
 - 6C. BLEDA Budget Report and List of Claims - August, 2020
 - 6D. Community Development Department Update
- 7) **OTHER**
- 8) **ADJOURN**

Attendance at Meeting: All attendees are expected to follow CDC recommendations ensuring social distancing of at least 6 feet away from other persons.

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: 9/14/2020	Item No. 5
Item Description: August 10, 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 August 10, 2020 Big Lake Economic Development Authority (BLEDA) Regular Meeting Minutes as presented.

BACKGROUND/DISCUSSION

The August 10, 2020 BLEDA Regular Meeting Minutes are attached for review.

ATTACHMENTS

08-10-20 BLEDA Regular Meeting Minutes

**BIG LAKE ECONOMIC DEVELOPMENT AUTHORITY
MEETING MINUTES**

MONDAY, AUGUST 10, 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 Mike Wallen.

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

4. ADOPT AGENDA

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

5. APPROVE BLEDA MEETING MINUTES OF JULY 13, 2020

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

6. BLEDA BUSINESS ITEMS

6A. BIG LAKE COVID-19 EMERGENCY GRANT PROGRAM – AWARD RECOMMENDATION

Klimmek reviewed that 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 has received \$863,098.

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 Big Lake City Council has approved a grant program to provide the CARES Act funding to businesses to cover business interruption, and the City Council has delegated the administration of the program to the Big Lake EDA. Out of the \$863,098 in CARES Act funding, Staff is comfortable with providing \$550,000 to the business community for a first round to ensure all City COVID expenses have been captured.

The Big Lake COVID-19 Emergency Grant Program application was released the evening of July 22, 2020 after the Big Lake City Council meeting and its approval. The application deadline was scheduled for 4:00 pm on Wednesday, August 5, 2020.

The Big Lake EDA has accepted 33 applications with a total request of \$1,513,698.91. Twenty-three (23) applications were from businesses/non-profits that were deemed non-essential when the executive order was executed. The 23 applications amount to a request of \$1,188,187.98. The remaining 10 applications are from businesses that never had to officially close their doors and stop production. Those 10 applications from essential businesses amount to a request of \$325,510.93.

Staff reviewed all applications to ensure they are eligible, the funds will be used correctly, and the proper documentation is included. From there, Staff met with the Big Lake EDA Finance Committee to define a way to make the awards as impactful as possible knowing that it's impossible to provide the full amount of all grant requests.

The Big Lake EDA Finance Committee is recommending that non-essential businesses/non-profits should be first priority for the awards. The Committee is recommending that maximum grant amounts should be placed on 4 categories:

- Non-Profit that remains shut down (Options, Inc.) = \$100,000
- Restaurants/Bars = \$35,000
- Businesses that received no other Federal/State funding = \$20,000
- All other non-essential businesses/non-profits = \$10,000

The Big Lake EDA Finance Committee is also recommending to provide \$5,000 of funding to each of the 10 businesses deemed essential through the Governor's executive orders.

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.

Dickinson stated that businesses who are shut down should be considered a priority. He commented that the finance committee's recommendations were well done. Geroux stated that set procedures were followed by staff. Green asked if businesses are now able to go to the County for additional funding. Klimmek confirmed that eligible businesses can apply for funding through the County.

Commissioner Geroux motioned to recommend to City Council the proposed Big Lake COVID-19 Emergency Grant Program awards, funded by the CARES Act. Seconded by Commissioner Wallen, unanimous ayes, motion carried.

6B. PRELIMINARY 2021 BLEDA BUDGET

Wegeleben reviewed the first draft of the Preliminary 2021 BLEDA Budget. It includes the revenue and expenditure budget as well as a concept budget for 2022-2025.

The 2021 preliminary levy is at \$130,000, which is the same as 2020; the executive director salary and fringe is again split 50/50 between the BLEDA and General Fund budgets.

Total expenditures are \$45,831 less than 2020 budget; this is due to the \$50,000 Branding project that was budgeted in 2020. Again this year there is the \$46,362 transfer to the Industrial Park Land Expansion Fund. In the past the Industrial Park Land Expansion fund paid for the special assessment associated with the purchase of the industrial park, however the sewer fund had to subsidize the fund as there has been no cash sales since the purchase of the property. The total outstanding indebtedness to the sewer fund pertaining to the industrial park land expansion is \$580,453.37. The long term plan of the City is to pay this interfund loan back using BLEDA funds and General Funds.

In regards to the projected cash balance, the board could choose to direct staff to allocate some of the projected fund balance to specific projects for the upcoming budget years.

Heidemann asked if the consultants hired for the rebranding project have been paid yet. Wegeleben stated they haven't been paid yet, but there should be funds set aside for future payment. Calva stated that there is a paragraph in the Preliminary budget that lists an incorrect meeting date for Council. Wegeleben confirmed that she would fix the

mistake. Dickinson stated that he is not in favor of the levy being included in the BLEDA budget as BLEDA is not an elected body.

Commissioner Dickinson motioned to recommend to City Council approval of the proposed 2021 Preliminary BLEDA Budget as presented. Seconded by Commissioner Geroux, unanimous ayes, motion carried.

6C. BLEDA BUDGET AND LIST OF CLAIMS

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

6D. COMMUNITY DEVELOPMENT DEPARTMENT UPDATE

Klimmek reviewed the following:

1. Current Development Activity (as of 8/5/20):

Housing:

- | | |
|---|----|
| ➤ Single-Family New Construction Issued Permits | 28 |
| ➤ Single-Family New Construction in Review | 05 |
-
- Multi-Family New Construction
 - The Crossings Phase II – 38 Affordable Townhome Rental Units
 - Extended their Partial C/O
 - Station Street Apartments Phase I and Phase II – 70 Market Rate Rental Units
 - Developer – Kuepers, Inc.
 - In Construction – Received BP Application for Phase 3 on 8/5/20
 - 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:

- ❖ Big Lake Car Condo's
 - Project is on hold
- ❖ Wastewater Treatment Expansion Project
 - In Construction
- ❖ Great River Federal Credit Union
 - Building Permit is in Review
- ❖ Nystrom & Associates Treatment Facility
 - Working Through Final Plat Application
- ❖ Liberty Savings Bank
 - Working Through Site Plan, CUP, and Variance
- ❖ Metro-Transit (North Star Commuter Rail) Facility Expansion
 - Administrative Site-Plan Review
- ❖ 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.
- Priority is on the CARES Act funding and granting funds to the Big Lake Business Community.
 - Application deadline was 4 pm on 8/5/20
 - Received 33 eligible applications requesting total of \$1,513,698.91
 - Non-essential – 23 applications requesting total of \$1,188,187.98
 - Essential – 10 applications requesting total of \$325,510.93
 - Staff is comfortable awarding \$550,000 at this time, which will leave the City \$313,098 to capture its own COVID related expenses

3. Planning & Zoning:

- Hired Lucinda Meyers – Start date is August 24th
- The Code Revision Task Force has been created. Kick-off meeting will be held on August 18th.
- Planning Commission has a new Planning Commissioner, Shane Shatka.

4. Building:

PERMIT ACTIVITY REPORT – THROUGH JULY 31, 2020

Permit Type	Permits Issued in July of 2020	2020 Total
Single-Family	4	27
Multi-Family	0	2

Commercial New / Remodel / Addition	2	16
Remodel / Decks / Misc.	65	218
HVAC / Mechanical	13	55
Plumbing	9	55
Zoning	18	116
Land Alteration	6	9
Fire	1	13
TOTAL	118	511

	Permit Fee	Plan Review	TOTAL
Total Fees in July 2020	\$29,990.15	\$7,243.40	\$37,233.55

YTD 2020 Total Valuation (through 7/31/20)	YTD 2020 Permit Fee + Plan Review (through 7/31/20)
\$21,017,662.80	\$285,086.14

PREVIOUS YEAR COMPARISON – THROUGH JULY 31, 2019

Permit Type	Permits Issued in July of 2019	2019 Total
Single-Family	23	44
Multi-Family	2	2
Commercial New / Remodel / Addition	0	14
Remodel / Decks / Misc.	44	184
HVAC / Mechanical	10	50
Plumbing	5	33
Zoning	14	101
Land Alteration	0	0
Fire	0	0

TOTAL	98	428
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	Permit Fee	Plan Review	TOTAL
Total Fees in June 2019	\$320,649.44	\$30,660.30	\$351,309.74

YTD 2019 Total Valuation (through 7/31/19)	YTD 2019 Permit Fee + Plan Review (through 7/31/19)
\$23,486,741.24	\$743,138.95

5. Recreation & Communication:

- The Farmers Market has had a record year for both vendors and patrons of the Market.

6. Streets & Parks:

- Purchasing new equipment to provide more efficiency out in the field.
- Purchasing new technology to also provide more efficiency out in the field.
- Interviewing internal applicants for a lead position under Nick Abel, Streets & Parks Superintendent.

7. OTHER

Wallen stated that on Wednesday, August 12, 2020 Council will have a discussion on what they plan to do with Rose’s seat and will discuss appointments as Rose sat on multiple committees. Geroux commented that while doing construction for a customer of his, they complimented the amount of growth in Big Lake including the industrial park.

8. ADJOURN

Commissioner Dickinson motioned to adjourn the meeting at 6:18 p.m. Seconded by Commissioner Green, unanimous ayes, meeting adjourned.



AGENDA ITEM

Big Lake Economic Development Authority

Prepared By: <i>Hanna Klimmek, Community Development Director</i>	Meeting Date: 9/14/2020	Item No. 6A
Item Description: Big Lake Manufacturing Week – October 1-7, 2020	Reviewed By: <i>Clay Wilfahrt, City Administrator</i>	
	Reviewed By: <i>N/A</i>	

ACTION REQUESTED

Motion to recommend the City Council approve a resolution proclaiming October 1-7, 2020 as Big Lake Manufacturing Week.

BACKGROUND/DISCUSSION

The Minnesota Department of Employment and Economic Development, the Minnesota Precision Manufacturing Association, and the Minnesota Chamber of Commerce are partners in promoting Minnesota Manufacturers Week once again this year. The week is designed to showcase Minnesota's manufacturing industries and to increase legislative and public awareness of this sectors importance in providing high-wage, high-skill jobs for our community.

In recent years, Staff worked with Big Lake manufacturers to schedule tours of their facilities. Invites were sent to our Legislators, City Council, Planning Commissioners, EDA Commissioners, Parks Board Members, City Staff, Chamber Members, and the general public. Due to COVID-19, Big Lake Manufacturing Week may look a bit different as it's likely our manufacturers may be uncomfortable setting up tours this year. Staff is currently gauging comfort level and if we can set up a tour or two, we will. Otherwise, we plan to promote Big Lake Manufacturing Week on social media as we always have.

FINANCIAL IMPACT

\$0.00

STAFF RECOMMENDATION

Staff recommendation is for the BLEDA to consider and recommend the City Council approve a resolution proclaiming October 1-7, 2020 as Big Lake Manufacturing Week.

ATTACHMENTS

- Proclamation
- Draft Resolution



PROCLAMATION

PROCLAIMING OCTOBER 1 – 7, 2020 TO BE BIG LAKE MANUFACTURING WEEK

- Whereas: Manufacturing is a dynamic and robust industry, crucial to the health and strength of Minnesota's diverse economy; and
- Whereas: Manufacturing added \$52.7 billion to Minnesota's economy in 2019, representing the second-largest contribution (14 percent) to the state's gross domestic product by any industry; and
- Whereas: Workers took home \$22.1 billion in wages from Minnesota manufacturing jobs in 2019, the second-largest total payroll among private sector industries; and
- Whereas: Manufactured exports brought \$21 billion into the Minnesota economy in 2019; and
- Whereas: Manufacturing in Minnesota pays an average annual wage of \$68,081, which is 16 percent higher than the state's overall average wage; and
- Whereas: Manufacturing provides 324,000 highly skilled, well-paying jobs, which significantly contribute to Minnesota's high standard of living and economic vitality.

Adopted by the Big Lake City Council this 23rd day of September, 2020.

Mayor Mike Wallen

Council Member Seth Hansen

Council Member Paul Knier

Council Member Scott Zetervall



**CITY OF BIG LAKE
MINNESOTA**

A general meeting of the City Council of the City of Big Lake, Minnesota was called to order by Mayor Mike Wallen at 6:00 p.m. in the Council Chambers of City Hall, Big Lake, Minnesota, on Wednesday, September 23, 2020. The following City Council Members were present: Seth Hansen, Paul Knier, Mike Wallen, and Scott Zettervall. A motion to adopt the following resolution was made by Council Member _____ and seconded by Council Member _____.

**CITY OF BIG LAKE
RESOLUTION NO. 2020-XX**

**A RESOLUTION PROCLAIMING
OCTOBER 1, 2020 – OCTOBER 7, 2020 TO BE
MANUFACTURING WEEK IN BIG LAKE, MINNESOTA**

WHEREAS, manufacturing is a dynamic and robust industry, crucial to the health and strength of Minnesota’s diverse economy; and

WHEREAS, manufacturing added \$52.7 billion to Minnesota’s economy in 2019, representing the second-largest contribution (14 percent) to the state’s gross domestic product by any industry; and

WHEREAS, workers took home \$22.1 billion in wages from Minnesota manufacturing jobs in 2019, the second-largest total payroll among private sector industries; and

WHEREAS, manufactured exports brought \$21 billion into the Minnesota economy in 2019; and

WHEREAS, manufacturing in Minnesota pays an average annual wage of \$68,081, which is 16 percent higher than the state’s overall average wage; and

WHEREAS, manufacturing provides 324,000 highly skilled, well-paying jobs, which significantly contribute to Minnesota’s high standard of living and economic vitality.

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Big Lake, Minnesota, that it hereby proclaims the week of October 1, 2020 to October 7, 2020 to be Big Lake Manufacturing Week to raise public awareness of the importance of manufacturing, highlight the impact of manufacturing in our community and region, and to honor area manufacturers.

Adopted by the Big Lake City Council this 23rd day of September, 2020.

Mayor Mike Wallen

Attest:

Gina Wolbeck, City Clerk

The following Council Members voted in favor:

The following Council Members voted against or abstained:

Whereupon the motion was duly passed and executed.

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

STATE OF MINNESOTA)
 } SS.
COUNTY OF SHERBURNE)

The foregoing instrument was acknowledged before me this _____ day of September, 2020, by the Mayor and City Clerk of the City of Big Lake, a Minnesota municipal corporation, on behalf of the corporation.

Notary Public



AGENDA ITEM

Big Lake Economic Development Authority

Prepared By: <i>Hanna Klimmek, BLEDA Executive Director</i>	Meeting Date: 9/14/2020	Item No. 6B
Item Description: BLEDA Strategic Plan Discussion	Reviewed By: <i>Clay Wilfahrt, City Administrator</i>	
	Reviewed By: <i>Deb Wegeleben, Finance Director</i>	

ACTION REQUESTED

Discuss and provide direction to Staff regarding the BLEDA Strategic Plan, the Big Lake Branding and Identity Design Project, as well as any other timely strategic planning initiatives.

BACKGROUND/DISCUSSION

Since March of 2020, the BLEDA has unfortunately been distracted due to COVID-19. Now that the CARES Act funding the City received has been allocated, Staff believes it's time to get back on track in regards to the BLEDA Strategic Plan.

Staff is looking for discussion and direction on the following:

- The BLEDA Strategic Plan
 - Should it be updated?
 - Should an addendum be added to the plan regarding development, redevelopment, and repurposing of specific sites (this is from earlier discussion regarding criteria for redevelopment)?
 - Should another meeting be planned with the Strategic Plan Committee?
- The Big Lake Branding and Identity Design Project
 - Are we ready to commence the project?
- Marketing opportunities (another discussion from prior meeting)

FINANCIAL IMPACT

The Big Lake Branding and Identity Design Project is budgeted for.

STAFF RECOMMENDATION

Staff recommends the BLEDA discuss and provide direction to Staff regarding the BLEDA Strategic Plan, the Big Lake Branding and Identity Design Project, as well as any other timely strategic planning initiatives.

ATTACHMENTS

BLEDA Strategic Plan



Big Lake Economic Development Authority (BLEDA) Strategic Plan 3-Year Perspective – 2019 through 2021

This **Strategic Plan** provides a realistic and practical approach to economic development goals and activities for the BLEDA. The purpose is to guide BLEDA Commissioners and its staff to focus on economic development priorities. This Strategic Plan will improve accountability for the BLEDA Commissioners along with its staff, and will improve the capacity to measure outcomes.

The BLEDA Priority: To efficiently facilitate development while equally supporting the Big Lake business community and driving economic growth.

Strategy: Define the role of the BLEDA and create a development strategy, along with a budget, to execute.

	<i>Work Plan Objectives</i>	<i>Due Date</i>
1.	Review BLEDA By-laws	9/2019
2.	Recommend lawful and necessary changes to the BLEDA By-laws	10/2019
3.	Recommend an addendum to the BLEDA By-laws, which defines the role and expectations of a BLEDA Commissioner	12/2019

Strategy: Market the City of Big Lake

	<i>Work Plan Objectives</i>	<i>Due Date</i>
1.	Facilitate a branding project	12/2020

Strategy: Market and Sell Industrial Park Phase II Land by December 31, 2021.

	<i>Work Plan Objectives</i>	<i>Due Date</i>
1.	Develop sale/marketing package with a full description of the property <ul style="list-style-type: none"> • Ask for testimonials from current BLIPE business owners • Recommend approval of sale/marketing package by the BLEDA • Update all marketing materials to reflect the sale/marketing package • Distribute to all elected/appointed officials, and City Staff 	10/2019
2.	Appropriately stage the property (schedule lawn maintenance, install signage, etc.)	Ongoing
3.	Direct market to Real Estate Brokers and Developers	Ongoing
4.	Participate in relevant expos, site selector events, forums, conferences, etc.	Ongoing

Strategy: Recognize BLEDA & City-owned commercial and residential property. Cultivate a development/redevelopment plan for each parcel.

	<i>Work Plan Objectives</i>	<i>Due Date</i>
1.	Martin Avenue / Fern Street (BLEDA-owned) – PID 65-554-0105 <ul style="list-style-type: none"> • Identify and eliminate road blocks for development / redevelopment 	12/2019

	<ul style="list-style-type: none"> Contact owner of both PID 65-420-0135 and PID 65-420-0145 (same owner) to discuss future of property – position BLEDA to acquire properties in order to redevelop site 	
2.	<p>420 Putnam Avenue (BLEDA-owned) – PID 65-403-0430</p> <ul style="list-style-type: none"> Monitor contiguous parcels and position BLEDA to acquire properties Hold parcel for commercial development Identify and eliminate road blocks for development / redevelopment Determine when and how to market parcel 	12/2020
3.	<p>City Hall (City-owned) – PID 65-477-0110, PID 65-477-0105, PID 65-477-0010</p> <ul style="list-style-type: none"> Future redevelopment project Welcome opportunities for discussion 	12/2020
4.	Develop a list of all City-owned and BLEDA-owned parcels – ask key staff as to why the parcels are being held – Market the parcels that the City can part with	12/2019

Strategy: Recognize privately-owned commercial/industrial property and cultivate a development/redevelopment plan for each parcel.

	Work Plan Objectives	Due Date
1.	<p>Innovation Industrial Park – I-4 Zoning District Old Casey’s Site RiverWood Bank – Big Lake Marketplace East Transit Oriented Development District Smith Property North of Old National Bank and Big Lake Dental Land on East Side of the City out to 15 (Innovation Industrial Phase II and III?) All Building’s Located within the Downtown District Old A&W Redevelopment Site Mr. Gramsey’s Land on West Side of City Farm Land South of Hwy 10 on West Side of City</p>	12/2021

Strategy: Generate revenue to create a Revolving Loan Fund and Marketing Fund.

	Work Plan Objectives	Due Date
1.	Maintain extensive knowledge of all business financing tools (federal, state, local, etc.)	Ongoing
2.	<p>Work in partnership with the Big Lake Finance Director to discover budgeting options for the BLEDA to consider</p> <ul style="list-style-type: none"> Create a financial “handbook” that clearly explains all BLEDA finances 	12/2019
3.	Author a successful Minnesota Investment Fund (MIF) Application to MnDEED to become a financial pass-through for an eligible expanding business and to generate up to \$100,000 for the BLEDA	12/2020
4.	Invest time into building and expanding relationships with Big Lake businesses, Big Lake Schools, Big Lake Township, Sherburne County, Big Lake Chamber, regional partners, developers, Realtors, investors, etc.	Ongoing





AGENDA ITEM

Big Lake Economic Development Authority

Prepared By: <i>Deb Wegeleben, BLEDA Assistant Treasurer</i>	Meeting Date: 9/14/2020	Item No. 6C
Item Description: <i>BLEDA Budget Report and List of Claims – August 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 August 2020.

BACKGROUND/DISCUSSION

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

ATTACHMENTS

BLEDA August 2020 Budget Report and List of Claims



unaudited

**Big Lake Economic Development Authority
Balance Sheet
August 31, 2020**

Assets	Balance	Comments
Cash	97,244.02	
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>167,714.33</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	144,276.75	
Total Liabilities & Fund Balance	<u><u>167,714.33</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	27,000.00	
Outstanding Budget Items	3,000.00	consultants/lawn care/snow plow
Outstanding Contracting - Branding	<u>50,000.00</u>	
	103,180.28	
Property Tax Payments Projections	119,678.47	
Projected Cash Balance - YE	113,742.21	



**Big Lake Economic Development Authority
Statement of Operating Revenues and Expenditures
August 31, 2020**

Revenues	Budget 2020	YTD Actual 2020	Remaining Budget	Comments
RE & PP Taxes - Current	128,700.00	64,428.47	64,271.53	Property Tax first payment to be received in June
RE & PP Taxes - Delinquent	400.00	875.62	(475.62)	
Transfer In from other Fund	25,000.00	25,000.00	-	Branding Project
Interest Earned	800.00	872.04	(72.04)	
Sub Total Operating Revenues	154,900.00	91,176.13	63,723.87	
Total Revenues	154,900.00	91,176.13	63,723.87	
Expenditures				
Wages & Fringe	63,796.00	37,471.75	26,324.25	Community Development Director - 50%
Audit	500.00	501.00	(1.00)	
Advertising/Marketing	1,100.00	-	1,100.00	
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	990.00	1,010.00	Annual Reports - TIF
Contractors hired	300.00	210.00	90.00	Sharpline Lawn Care- Industrial Park
Engineering	500.00	-	500.00	
Legal	3,000.00	2,781.94	218.06	O&E TITLE WORK \$2,500
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	
Subscriptions/Dues	650.00	-	650.00	MN Marketing Partnership
Training/Schools	1,000.00	295.00	705.00	Community Development Director - Conferences
Transfers - Fund 141 IPL	46,362.00	23,180.28	23,181.72	2020 Transfer to Industrial Park Fund prior year assessm
Website	250.00	250.00	-	
Loss on Sale of Asset/Land	-	-	-	
Total Operating Expenditures	170,233.00	65,836.74	104,396.26	
Other Expenditures:				
Interfund Loans Interest Exp	1,377.00	1,376.53	0.47	
Total Expenditures	171,610.00	67,213.27	104,396.73	
Operating Revenues less Expenditures	(16,710.00)	23,962.86	(40,672.86)	
Interfund Loan Principal Payment	25,000.00	25,000.00	-	
Project Fund Balance Inc/(Decr)	(16,710.00)	23,962.86		
**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
August 31, 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>		



August 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		-
		<hr/>
		-

Unreserve Fund Balance

	144,276.75
Total Fund Bal	<u>144,276.75</u>

Reconciliation

GL		
DEFERRED REVENUE - DELO PROPERTY TAX RECEIVABLE	2,553.33	
UNRESERVED FUND BALANCE	<u>141,723.42</u>	
	<u>144,276.75</u>	

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
 August

Search Name	CHECK	Check Date	Batch Name	Amount	Comments	Act Code
Act Code 275-000-00-05-4002						
0			PR16 080520	\$2,046.40	Labor Distribution	275-000-00-05-4002
0			PR17 081920	\$2,046.40	Labor Distribution	275-000-00-05-4002
Act Code 275-000-00-05-4002				\$4,092.80		
Act Code 275-000-00-05-4008						
0			PR16 080520	\$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			PR16 080520	\$31.25	Labor Distribution	275-000-00-05-4009
0			PR17 081920	\$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			PR16 080520	\$156.54	Labor Distribution	275-000-00-05-4010
0			PR17 081920	\$156.54	Labor Distribution	275-000-00-05-4010
Act Code 275-000-00-05-4010				\$313.08		
Act Code 275-000-00-05-4012						
0			PR16 080520	\$153.48	Labor Distribution	275-000-00-05-4012
0			PR17 081920	\$153.48	Labor Distribution	275-000-00-05-4012
Act Code 275-000-00-05-4012				\$306.96		
Act Code 275-000-00-20-4170						
0 CAMPBELL KNUTSON PROFESSIONAL	083649	8/18/2020	AP081720	\$689.50	BLEDA O&E LAND TITLE WORK JACOBSON	275-000-00-20-4170
Act Code 275-000-00-20-4170				\$689.50		
Act Code 275-000-00-20-4180						
0 NORTHLAND SECURITIES, INC	083584	8/10/2020	AP081020	\$990.00	2019 ANNUAL REPORTS TIF 2-6	275-000-00-20-4180
Act Code 275-000-00-20-4180				\$990.00		
Act Code 275-000-00-25-4257						
0 SHARPLINE LAWN CARE, LLC	083519	8/5/2020	AP080420	\$80.00	BLEDA LAWN MOWING 65-554-0105	275-000-00-25-4257
Act Code 275-000-00-25-4257				\$80.00		



BIGLAKE, MN
EDA CLAIM LISTS
2020
August

Search Name	CHECK	Check Date	Batch Name	Amount	Comments	Act Code
				\$6,823.13		



6D

Community Development Department Update

1. Current Development Activity (as of 9/2/20):

Housing:

- Single-Family New Construction Issued Permits 34
- Single-Family New Construction in Review 02

- Multi-Family New Construction
 - The Crossings Phase II – 38 Affordable Townhome Rental Units
 - Extended their Partial C/O
 - 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 – Jesse Hartung
 - Fully Approved – Waiting on Building Permit Applications
 - 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:

- ❖ Big Lake Car Condo's
 - Groundbreaking Ceremony was on Friday, September 11th – Received a land alteration permit and we are waiting on new building plans
- ❖ Wastewater Treatment Expansion Project

- In Construction – Expecting completion by the end of September 2020
- ❖ Great River Federal Credit Union
 - Need to submit applications for final approvals
 - Building Permit Application has been submitted
- ❖ Nystrom & Associates Treatment Facility
 - Has received final approvals from the City Council
 - Reviewing Building Permit Application
- ❖ Liberty Savings Bank
 - Working Through Site Plan, CUP, and Variance
- ❖ Metro-Transit (North Star Commuter Rail) Facility Expansion
 - Administrative Site-Plan Review
- ❖ Blackbird Group, LLC
 - BLEDA Provided a 1-Year Extension

2. **BLEDA:**

- Priority has been CARES Act funding and granting funds to the Big Lake Business Community.
 - Application deadline was 4 pm on 8/5/20
 - Received 33 eligible applications requesting total of \$1,513,698.91
 - Non-essential – 23 applications requesting total of \$1,188,187.98
 - Essential – 10 applications requesting total of \$325,510.93
 - Staff is comfortable awarding \$550,000 at this time, which will leave the City \$313,098 to capture its own COVID related expenses
 - Big Lake City Council approved EDA’s recommendation of awards on August 26th – Staff is currently distributing funds
- Looking forward to getting back on track with the BLEDA Strategic Plan and marketing/branding initiatives
- Big Lake Manufacturing Week is scheduled for the beginning of October

3. **Planning & Zoning:**

- Hired Lucinda Meyers – Start date was August 24th
- The Code Revision Task Force has been created. Kick-off meeting was held on August 18th.
 - Task Force members include:
 - Mayor Mike Wallen
 - Ken Geroux – BLEDA Vice President
 - Lisa Odens – Planning Commissioner
 - Doug Peterson – Parks Advisory Committee Vice Chair
 - Goals of the Code Revision Task Force:
 - Provide the least amount of Code to protect property rights and public safety
 - Minimize the need for CUP’s, IUP’s, PUD’s, Variances, etc.

4. Building:

PERMIT ACTIVITY REPORT – THROUGH AUGUST 31, 2020

Permit Type	Permits Issued in August of 2020	2020 Total
Single-Family	7	34
Multi-Family	0	2
Commercial New / Remodel / Addition	1	17
Remodel / Decks / Misc.	36	254
HVAC / Mechanical	7	62
Plumbing	2	57
Zoning	26	143
Land Alteration	0	9
Fire	0	13
TOTAL	79	591

	Permit Fee	Plan Review	TOTAL
Total Fees in August 2020	\$37,181.75	\$9,959.00	\$47,140.75

YTD 2020 Total Valuation (through 8/31/20)	YTD 2020 Permit Fee + Plan Review (through 8/31/20)
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\$22,460,225.90

\$312,820.01

PREVIOUS YEAR COMPARISON – THROUGH AUGUST 31, 2019

Permit Type	Permits Issued in August of 2019	2019 Total
Single-Family	15	64
Multi-Family	0	2
Commercial New / Remodel / Addition	0	15
Remodel / Decks / Misc.	24	198
HVAC / Mechanical	6	53
Plumbing	7	39
Zoning	18	123
Land Alteration	0	0
Fire	0	0
TOTAL	70	494

	Permit Fee	Plan Review	TOTAL
Total Fees in August 2019	\$40,416.35	\$9,959.00	\$50,375.35

YTD 2019 Total Valuation
(through 8/31/19)

YTD 2019 Permit Fee + Plan Review
(through 8/31/19)

\$30,040,985.00

\$397,640.11

5. Recreation & Communication:

- The Farmers Market has had a record year for both vendors and patrons of the Market.
- In the planning stage for the Winter Farmers Market – planning efforts have increased due to limitations with COVID-19
- Movie in the Park – September 18th – Drive-In Style

6. Streets & Parks:

- Current jobs include:
 - Painting crosswalks, stop bars, and arrows on streets
 - Mowing (new zero turns have decreased time spent mowing)
 - Cleaning up vandalism
 - Cleaning up trees that have fallen over
 - Added picnic tables and garbage cans with concrete pads at Sanford Park
 - Added a picnic table and garbage can with concrete pads at Keller Lake Park
 - Added a concrete pad and picnic table at Lakeridge Park
 - Added a concrete pad (waiting on the bench) for Rose Johnson at Lakeside Park
 - Cleaning up the weeds on the East side of the City and into the Big Lake Industrial Park
 - Starting to get ready for winter