

**BIG LAKE ECONOMIC DEVELOPMENT AUTHORITY  
MEETING MINUTES**

**MONDAY, SEPTEMBER 14, 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, and Finance Director Deb Wegeleben.

**4. ADOPT AGENDA**

Commissioner Wallen motioned to approve the agenda with the addition of an update by Dan Weber, Assistant Sherburne County Administrator. Seconded by Commissioner Dickinson, unanimous ayes, motion carried.

**5. APPROVE BLEDA MEETING MINUTES OF AUGUST 10, 2020**

Commissioner Dickinson motioned to approve the August 10, 2020 BLEDA minutes. Seconded by Commissioner Green, unanimous ayes, motion carried.

**6. BLEDA BUSINESS ITEMS**

**6A. ASSISTANT SHERBURNE COUNTY ADMINISTRATOR UPDATE**

Weber reviewed that Big Lake businesses are benefiting from business relief funding provided by Sherburne County. The County had a maximum of \$30,000 that it could dispense to a business. There is a requirement that the business either be shut down or show a 10% reduction in revenue from January-June of 2019 to January-June of 2020. Weber reported that a total of 20 businesses from Big Lake have applied for these funds and some of the applications are still pending. The County has awarded over 15 grants totaling over \$400,000 to the Big Lake business community so far, which makes Big

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Lake the community in Sherburne County receiving the largest portion of these funds. There is still some funding available for businesses that haven't already applied. There is also a new program offered by Sherburne County that provides rent and mortgage relief for those that didn't qualify for the business relief funding. There is also a funding program for non-profit and community support. Between the three programs being offered, there is a total of \$5Million in funding available for Sherburne County businesses. Weber handed out the document below listing the businesses in Big Lake that have applied for the business relief funding.

Sherburne County Business Relief Fund				
Application #	Applicant	Date Submitted	Grant Award	City
3281	Southpaw Upholstery	10-Aug	\$20,650	Big Lake
3176	Lupulin Brewery	28-Jul	\$30,000	Big Lake
3220	The Third Rail Bar & Grill	4-Aug	\$30,000	Big Lake
3326	Barzee Inc.	18-Aug	\$30,000	Big Lake
3328	Lake Café	18-Aug	\$30,000	Big Lake
3341	Creed Enterprises - Heritage Montessori School	19-Aug	\$29,898	Big Lake
3386	Advanced Styling LLC	25-Aug	\$30,000	Big Lake
3413	MP of Big Lake (McPete's)	27-Aug	\$30,000	Big Lake
3291	Monty's Tropical Hideout	13-Aug	\$30,000	Big Lake
3396	Paragon Store Fixtures	26-Aug	\$30,000	Big Lake
3446	Ken Geroux Construction	28-Aug	\$30,000	Big Lake
3476	Volkers/Trails Gill & Sports Bar	31-Aug	\$30,000	Big Lake
3482	TD Restaurants LLC - The Buff	31-Aug	\$30,000	Big Lake
3489	LaFloyd's American Grill/Russell's on the Lake	31-Aug	\$30,000	Big Lake
3499	Lommel Photography	1-Sep	\$15,000	Big Lake
		<b>Total</b>	<b>\$425,548</b>	

Dickinson stated for the record that there are three businesses that are technically located in the Big Lake Township included in the handout. Weber stated that any business with a Big Lake zip code was included in the handout. Wallen asked about deadlines. Weber stated that because of excess funds, the business relief fund application deadline has been extended through the end of September. Dickinson asked what the most common request from businesses is in Sherburne County. Weber stated that payroll and rent/mortgage have been the most heavily requested uses for funding. Another expense request has been for supplies to move business outdoors after Walz's Executive Order. Geroux asked if the County is having any problems with using up the funding. Weber stated that he doesn't foresee there being any issues with using the funding. Calva asked where businesses can find more information on the various programs being offered. Weber stated that all of the applications can be found on the County's website. Dickinson asked Weber to thank Sherburne County for thinking of small businesses.

## **6B. BIG LAKE MANUFACTURING WEEK – OCTOBER 1-7, 2020**

Klimmek reviewed that 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.

Commissioner Geroux motioned to recommend the City Council approve a resolution proclaiming October 1-7, 2020 as Big Lake Manufacturing Week. Seconded by Commissioner Dickinson, unanimous ayes, motion carried.

## **6C. BLEDA STRATEGIC PLAN DISCUSSION**

Klimmek reviewed that 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. Klimmek asked the BLEDA to 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.

Calva asked if starting up the Rebranding Project this year would be a burden on staff. Klimmek stated that she doesn't see it as a burden. Wallen recommended that there should be a subcommittee meeting for the Strategic Plan that puts together a list of priorities and brings it back to the BLEDA. He also stated that the Rebranding Project would be a simple project to start at this time being that there is a consulting firm taking the lead. Klimmek stated that she has met with Como Lake Partners and they are ready to start the project as soon as the BLEDA is ready. Heidemann asked if the Rebranding Project would take up too much staff time. Klimmek stated that the consultants will be heading the project and that it will take limited staff time to help them complete. Green asked if there is a deadline for the project. Klimmek stated that the original deadline has been passed, but that a new timeline will be created during the kickoff and that it should take about six months. The BLEDA in consensus stated that this project can proceed. Wallen stated that the funds for this project have already been allocated.

Klimmek stated that there is a huge opportunity in marketing Big Lake to businesses at this time as long as it is done thoughtfully and with discretion.

Geroux stated that he agrees that the Rebranding Project and Strategic Plan should move forward. He stated that the last time the Strategic Plan was discussed there were clear priorities that were able to be achieved easily. Geroux stated that marketing should be done timely and that he isn't concerned with being viewed as capitalizing on a tragedy. He commented that Big Lake has resources that other businesses are in need of and that the BLEDA should make that information available to interested businesses. Geroux recommended that in regards to marketing the City moves fast and finds funding to facilitate adequate marketing. Klimmek stated that purchasing address lists would be the main marketing expense. Dickinson asked if the City is a member of Greater MSP. Klimmek stated that the City is a member of Minnesota Marketing Partnership, but that they aren't an official member of Greater MSP. Wegeleben stated that address lists could be included in the Rebranding Project deliverables. Dickinson stated that starting the Rebranding Project immediately is important so that research is completed within the next two months so that address lists can be compiled.

Geroux stated that it is important to get some kind of marketing materials out to businesses immediately. Green agreed that Como Lakes Partnership should be able to put together a cover letter or pamphlet to put out to businesses immediately while working on research. Geroux commented that repetitive marketing is important as there are other cities reaching out to businesses and it takes multiple attempts to be able to accurately communicate. Green stated that following up with businesses is imperative for making a sale. Calva asked if it is possible to request electronic marketing rather than paper marketing. Klimmek asked if the BLEDA would like the proposed marketing materials to be approved prior to dissemination. Geroux stated that he doesn't want to delay the dissemination of marketing and that he would prefer a quick email review rather than a formal approval process at a meeting. Klimmek stated that she will send out the proposed marketing materials via email as soon as she receives them from Como Lakes Partnership.

#### **6D. BLEDA BUDGET AND LIST OF CLAIMS**

Geroux asked about the accounts receivable for Scenic Sign Corps. Wegeleben stated that it hasn't been paid, but it is being kept on the Financial Report so that if they ever request other services, the City can require that they pay their overdue fees prior to allowing future services.

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

## 6E. COMMUNITY DEVELOPMENT DEPARTMENT UPDATE

Klimmek reviewed the following:

### 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 11<sup>th</sup> – 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 26<sup>th</sup> – 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 24<sup>th</sup>
- The Code Revision Task Force has been created. Kick-off meeting was held on August 18<sup>th</sup>.
  - 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

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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
<b>TOTAL</b>	<b>79</b>	<b>591</b>

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

YTD 2020 Total Valuation (through 8/31/20)	YTD 2020 Permit Fee + Plan Review (through 8/31/20)
<b>\$22,460,225.90</b>	<b>\$312,820.01</b>

**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
<b>TOTAL</b>	<b>70</b>	<b>494</b>

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

YTD 2019 Total Valuation (through 8/31/19)	YTD 2019 Permit Fee + Plan Review (through 8/31/19)
<b>\$30,040,985.00</b>	<b>\$397,640.11</b>

**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 18<sup>th</sup> – 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

Geroux asked about Avalon Estates. Klimmek stated that it is in the concept review stage and that they need to go through the EAW process, which can be costly and can also trigger an EIS which can be up to a year-long process. Geroux asked about the Larry Palm project. Klimmek stated that the City is currently negotiating a development

agreement with them. She also stated that he has the land marketed for sale. Dickinson asked about Carousell Works. Klimmek stated that they are still working on the title.

7. **OTHER** – None.

8. **ADJOURN**

Commissioner Dickinson motioned to adjourn the meeting at 6:48 p.m. Seconded by Commissioner Green, unanimous ayes, meeting adjourned.