

Big Lake Public Safety Facility

Detailed Timeline of Events

November 1-2, 2018 – Staff represented Big Lake during the annual MN Redevelopment Conference.

November 13, 2018 – BLEDA staff (along with a BLEDA sub-committee) was directed to create a Strategic Plan; 3-year plan with a 10-year target.

February 11, 2019 – BLEDA approved the BLEDA Strategic Plan. Plan included:

- Strategy: Recognize BLEDA & City-owned commercial property and cultivate a development/redevelopment plan for each parcel.
- Work Plan Objective:
 - City Hall (City-owned) – Due date: December 2020
 - Future redevelopment project
 - Welcome opportunities for discussion

June 8, 2020 – BLEDA Agenda Item – First Right of Refusal Discussion

- Item was triggered by staff checking in with Diane Jacobson, owner of the old school building, to see how she was doing with COVID-19 limitations and running her business. She disclosed that she was setting up a contract with a Realtor to actively list her building for sale.
 - Staff was directed, by the BLEDA, to work on a First Right of Refusal Contract. In doing so, staff also ordered a title search.

November 9, 2020 - BLEDA Strategic Plan Discussion

- Emphasis was on redevelopment project of the City Hall location. Meeting minutes indicate that the redevelopment project should be a priority and is urgent due to the old school building being listed on the market.
- BLEDA discussed that the BLEDA has an obligation to make a recommendation to Council on the matter and it is up to them. It was also stated that City Hall should move to another location as to not be a burden on a redevelopment concept/allow for developers to respond to market.
- BLEDA discussed the project fell into their definition of conditions that need to be met in order to determine that property has potential for redevelopment:
 - Commercial component must be included in concept
 - Concept must increase the tax base
 - Concept must promote economic value
- At the time of this 11/9/20 BLEDA meeting, the title work for the old school building was still in the City Attorney's hands.

July 12, 2021 – BLEDA Strategic Plan Quarterly Report

- BLEDA discussed the possibility of purchasing the old school building that had a price point of \$750,000. The property had been sitting for over 6-months without interest.

- At this time, a First Right of Refusal was not executed due to issues with title work that Diane Jacobson had to figure out (this took her over 1 year).
- It was mentioned that there needs to be buy-in from the City Council and recommended that a discussion happen at the Council level (BLEDA did not have the funds to cover acquisition costs).

March 23, 2022 – City Council went into a Closed Session to consider making an offer for purchase of the old school building.

April 14-15, 2022 - Staff represented Big Lake during the annual MN Redevelopment Conference.

August 11, 2022 – City Council Special Workshop for the 2023 budget

- The City Council discussed BLEDA's request of funding their budget for the purpose of property acquisition/developing property.

September 12, 2022 – BLEDA went into a Closed Session to consider making an offer for purchase of the old school building.

December 12, 2022 – BLEDA reviewed the 2023 BLEDA preliminary budget with the newly added line item of, "Future Development Projects" in the amount of \$600,000, which was a direct transfer from the City's budget.

December 14, 2022 – City Council approved the final 2023 city and BLEDA tax levies, budgets, and pay scales. The budget included a \$600,000 direct transfer for "Future Development Projects."

January 9, 2023 – BLEDA went into a 2nd Closed Session to consider making an offer for purchase of the old school building.

February 13, 2023 – BLEDA approved a Purchase Agreement between the BLEDA and Diane Jacobson.

March 13, 2023 – BLEDA approved an amendment to the Purchase Agreement between the BLEDA and Diane Jacobson; amendment extended the closing date to April 14, 2023 and added language related to personal items being removed and building items to remain as part of the building.

April 14, 2023 – Successful closing; transfer of ownership, of the old school building, from Diane Jacobson to the BLEDA. Sale Price = \$375,000.

May 8, 2023 – BLEDA Old School Building Parcel Development Discussion

- Phase I ESA was complete; ordering Phase II ESA and ALTA survey on the old school building
- Working on TIF Analysis
- BLEDA discussed the importance of City Hall relocating to accommodate a redevelopment opportunity for developers
- Discussed the church property and decided it's not the time to consider purchase and to focus on City Hall/old school site
- Discussed the Windstream building and that it would be important to acquire at a reasonable price with the possibility of moving the PD into it as well to maximize the space

June 12, 2023 – BLEDA entered into an Agreement for Investigative Services with LHB to conduct a TIF Analysis on 160 Lake Street North (City Hall/old school building).

September 11, 2023 – BLEDA approved Resolution 2023-07 making certain findings with respect to substandard buildings. The proposed TIF District consists of 4 parcels with 3 buildings; parcels qualify for a Redevelopment TIF District. BLEDA will have 3 years to redevelop once a demolition permit is pulled to create the TIF District if they (and the City Council) so choose.

October 11, 2023 – Joint Big Lake City Council / BLEDA Workshop to discuss the Old School Building/City Hall Redevelopment Project.

- Consensus was achieved in agreeing that staff should bring forward further discussion to the Public Building Planning Committee (Mayor Knier / CM Halverson) regarding next steps in the potential future relocation of City Hall.

October 2-27, 2023 - Staff represented Big Lake during the annual MN Redevelopment Conference.

December 1, 2023 – Due date for quotes on a high-level space needs analysis/estimated total project budget for City Hall.

- Staff asked for quotes from 4 construction management/architectural firms
- Staff received 3 quotes on the project
- Bradbury Stamm / GLT Architects submitted their estimations rather than a quote; they estimate that City Hall will require 12,000 square feet and the total project estimated cost would be \$5,656,000
- Staff decided to move forward with the estimations from Bradbury Stamm for the Public Building Planning Committee's first meeting rather than hiring a firm

March 19, 2024 – Public Building Planning Committee Meeting #1

- Committee discussed the possibility of combining City Hall, BLPD, and the Library. They directed staff to obtain new estimations that will assist in discussions for the combination of departments (**staff continued to work with Bradbury Stamm for estimation requests**)
- The committee asked that staff set up a meeting with two Township Supervisors to discuss the possibility of utilizing the property that the BLFD sits upon

May 9, 2024 – Public Building Planning Committee Meeting #2

- Committee worked on narrowing down potential relocation options and directed staff to:
 - Reach out to property owner of PID 10-00553-0105 to gauge interest in selling property or annexing property, subdividing, and selling a portion
 - Obtain an estimation of tear down and site prep of current PD facility as well as property contiguously east of the PD (**staff continued to work with Bradbury Stamm for estimation requests**)
 - Obtain an estimation of retrofitting the Windstream building for City Hall / Library facility (**staff continued to work with Bradbury Stamm for estimation requests**)
 - Put together itemized, estimated market value of city-owned property data

July 16, 2024 – Public Building Planning Committee Meeting #3

- Committee requested that the BLEDA Finance Committee (Jim Dickinson & Ken Geroux) assist them in their meetings prior to going to the City Council with a recommendation. The

justification for the request is the fact that if the project involved land/building acquisition, the BLEDA would be the organization that would facilitate the transfer of property.

August 12, 2024 – Public Building Planning Committee Meeting #4

- Committee, with newly added members, discussed the City Hall Relocation Project; location and scope-of-project options.
- The Committee narrowed down relocation options to the option of working with the BLEDA in acquiring 5-acres of property located within PID 65-00020-2400.
- The Committee asked staff to work with Bradbury Stamm on high level schematics to bring forward for further discussion regarding scope of the project.

August 28, 2024 – Met with Bradbury Stamm / GLTArchitects to discuss schematics project.

September 5, 2024 – Provided a tour of BLPD to Bradbury Stamm / GLTArchitects.

November 20, 2024 – Reviewed the delivered schematics and estimated budgets for City Hall Relocation project.

December 4, 2024 – Chief Kaczmarek provided a tour of BLPD to Mayor Knier and EDA Vice-President, Ken Geroux.

December 5, 2024 – The Big Lake Economic Development Authority successfully closed on and acquired 5-acres called the Smith Addition to hold for the City Hall Relocation Project.

December 11, 2024 – Staff met with the Big Lake Community Food Shelf to discuss the City Hall Relocation Project and to provide them with a 2-year Notice to Vacate.

December 16, 2024 – Bradbury Stamm / GLTArchitects presented high level schematics and estimated budgets to the Public Building Planning Committee.

December 19, 2024 – Staff met with the Big Lake Chamber of Commerce and Industry to discuss the City Hall Relocation Project and to provide them with a 2-year Notice to Vacate.

January 2, 2025 – Public Building Planning Committee Meeting #5

- Staff presented budget assumptions for long-term financial planning, long-term planning for staffing, as well as the current deficiencies related to the Big Lake Police Station.
- The Committee asked that staff work with Bradbury Stamm / GLTArchitects on a Space Needs Analysis / Programming and project budget for City Hall/BLPD/Library.

January 9, 2025 – Staff met with Bradbury Stamm to discuss the Space Needs Analysis/ Programming.

January 30, 2025 – Toured City of St. Francis City Hall.

February 19, 2025 – Toured City of Crystal and City of New Hope (City Hall and PD).

February 27, 2025 – Toured City of Sauk Rapids City Hall and PD.

March 5, 2025 – Meeting with City of Waite Park to discuss and learn about their process and plans for their new City Hall/PD.

March 19, 2025 – Toured City of Crosslake and City of Nisswa (City Hall and PD).

April 3, 2025 – BLPD Space Needs / Programming meeting at the BLPD (9:30 am – 4:00 pm).

April 7, 2025 – Space Needs / Programming interview; Mayor Knier and Council Member Geroux.

April 7, 2025 – Space Needs / Programming interview; City Clerk, Gina Wolbeck.

April 7, 2025 – Space Needs / Programming interview; Finance Director, Deb Wegeleben and City Administrator, Hanna Klimmek.

April 8, 2025 – Space Needs / Programming interview; Council Member Seefeld.

May 1, 2025 – Chief Kaczmarek provided a tour of BLPD to Council Members Seefeld and Noding.

May 7, 2025 – Toured City of Fridley City Hall and PD.

May 12, 2025 – Space Needs / Programming interview; Council Member Halverson.

June 9, 2025 – Space needs programming meeting with Paul Michell; architect with BKV Group with experience in Police facilities.

July 8, 2025 – Space needs programming meeting; provided feedback to GLTArchitects and Bradburry Stamm.

July 14, 2025 – Space needs programming meeting; reviewed changes from feedback.

August 12, 2025 – Space needs programming meeting; reviewed preliminary concept budgets based on space needs. Asked for more information.

August 25, 2025 – Space needs programming meeting; final review of space needs, concept budgets, and pre-design schematics.

September 8, 2025 – Public Building Planning Committee meeting; committee reviewed space needs programming analysis, concept budgets, and pre-design schematics. During this meeting, the Public Building Planning Committee was able to talk through and formulate a recommendation for the City Council to consider during their upcoming September 24, 2025 City Council Workshop meeting. The recommendation established entails:

- Scope of city facility project
- Not-to-exceed budget
- Type of financing
- Delivery method

September 24, 2025 – City Council Workshop – The following recommendation was delivered by the Public Building Planning Committee to the City Council:

- **Scope:** City Hall, Police Station, and Library (estimated 55,576 sq. ft. based on formal Programming)
- **Not-to-Exceed Amount:** \$33M
- **Financing Tool:** Lease-Revenue Bonds issued by the Big Lake Economic Development Authority (BLEDA)
- **Delivery Method:** Construction Manager at Risk (CMAR)

After discussion, the City Council directed staff to begin work on a new construction Public Safety Facility Project.

September 25, 2025 – Timeline for project financing was established:

- **October 13, 2025 – BLEDA Meeting (5:30 PM)**
 - Northland will present the process and timeline for issuing Lease-Revenue Bonds.
- **December 23, 2025 – Public Notice**
 - Notice sent to newspaper for 12/27/2025 publication regarding the January 12 Public Hearing.
 - Information will also be posted on the City website and other platforms.
- **January 12, 2026 – BLEDA Meeting & Public Hearing (5:30 PM)**
 - Public Hearing on the Establishment of an Economic Development District.
 - State law requires this district to be in place for the BLEDA to issue Lease-Revenue Bonds; without it, the BLEDA cannot proceed.
 - Northland will present at the hearing.
- **January 21, 2026 – Special BLEDA Meeting (6:00 PM)**
 - Consideration of the Bond Purchase Contract and authorization of lease documents.
 - Northland will deliver the presentation.
- **January 21, 2026 – City Council Meeting (6:30 PM)**
 - Council will be asked to consider and approve BLEDA Bonds and authorize execution of lease documents.
- **February 19, 2026 – Bond Proceeds Available**

October 10, 2025 – Timeline for Request for Qualifications and Request for Proposals was established and executed:

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| • RFQ Solicitation | October 10, 2025 |
| • RFQ Questions Due | October 15, 2025, 5:00 PM |
| • RFQ Responses to Questions | October 17, 2025 |
| • RFQ Responses Due | October 31, 2025, 5:00 PM |
| • Review of RFQ By Panel | Week of Nov. 3 rd , 2025 |
| • RFP's send to Shortlisted Firms | Week of Nov. 3 rd , 2025. |
| • Interviews | Week of Nov. 10 th , 2025 |
| • Selection of CMAR | Week of Nov. 10 th , 2025 |
| • Council Contract Approval | January 21, 2026 |
| • Start of Services | After January 21, 2026 |

November 17, 2025 – Public Building Planning Committee selected Bradbury Stamm to provide comprehensive program management services via CMAR.

January 21, 2026 – The City Council formally approved the issuance and sale of Big Lake Economic Development Authority Lease-Revenue Bonds and authorized the execution of the lease documents.

January 21, 2026 – The City Council formally approved a resolution requesting the Great River Regional Library to conduct a space needs assessment for newly constructed space within the Big Lake Public Safety Facility.

February 18, 2026 – The City Council formally approved all documents regarding the hiring of Bradbury Stamm Construction as the Construction Manager at Risk for the Public Safety Facility Project; responsible for design and construction.