



AGENDA
BIG LAKE ECONOMIC DEVELOPMENT AUTHORITY MEETING
COUNCIL CHAMBERS

JUNE 13, 2022

6:00 p.m.

- 1) CALL TO ORDER**
- 2) PLEDGE OF ALLEGIANCE**
- 3) ROLL CALL** (Members: J. Dickinson, K. Geroux, A. Heidemann, C. Hendry, JB. Calva, P. Knier, K. Noding)
- 4) ADOPT AGENDA**
- 5) APPROVE BLEDA MINUTES OF MAY 9, 2022**
- 6) BLEDA BUSINESS ITEMS**
 - 6A. BLEDA Budget Report and List of Claims - May, 2022
 - 6B. Community Development Department Update
- 7) OTHER**
- 8) ADJOURN**

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: <i>Corrie Scott, BLEDA Secretary</i>	Meeting Date: 6/13/2022	Item No. 5A
Item Description: <i>May 9, 2022 Big Lake Economic Development Authority Regular Meeting Minutes</i>	Reviewed By: <i>Hanna Klimmek, BLEDA Executive Director</i>	
	Reviewed By: <i>N/A</i>	

ACTION REQUESTED

Approve the May 9, 2022 Big Lake Economic Development Authority (BLEDA) Regular Meeting Minutes as presented.

BACKGROUND/DISCUSSION

The May 9, 2022 BLEDA Regular Meeting Minutes are attached for review.

ATTACHMENTS

05-09-22 BLEDA Regular Meeting Minutes

**BIG LAKE ECONOMIC DEVELOPMENT AUTHORITY
MEETING MINUTES**

MONDAY, MAY 9, 2022

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, Alan Heidemann, Cole Hendry, Paul Knier, and Kim Noding.

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

4. ADOPT AGENDA

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

5. APPROVE BLEDA MEETING MINUTES OF APRIL 11, 2022

Commissioner Noding motioned to approve the April 11, 2022 BLEDA minutes. Seconded by Commissioner Calva, motion passed with a 6:1 vote with 1 abstention with Commissioners Calva, Dickinson, Heidemann, Hendry, Knier, and Noding voting aye, and Commissioner Geroux abstaining. Motion carried.

6. BLEDA BUSINESS ITEMS

6A. VACATED BIG LAKE EDA COMMISSION SEAT

Klimmek recommended that the BLEDA consider formally approving the resignation of Commissioner J. Brian Calva and authorize BLEDA staff to advertise for the open position and collect letters of interest from residents who live within city limits, or are a managing agent of a business located within the city limits of the City of Big Lake.

Commissioner Noding motioned to accept the resignation of Commissioner J. Brian Calva and authorize BLEDA staff to advertise for the open position and collect letters of interest from residents who live within city limits, or are a managing agent of a business located within the city limits of the City of Big Lake. Seconded by Commissioner Knier, unanimous ayes, motion carried.

6B. BLEDA BUDGET AND LIST OF CLAIMS

Commissioner Noding motioned to accept the budget report and approve the BLEDA List of Claims for April 2022 as presented. Seconded by Commissioner Calva, unanimous ayes, motion carried.

6C. COMMUNITY DEVELOPMENT DEPARTMENT UPDATE

Klimmek discussed the status of various projects within Community Development. This update included Housing, Commercial and Industrial, BLEDA, Planning and Zoning, Building, and Recreation and Communication.

Noding asked if there has been interest in the commercial strip between 172nd Street and Cambo Flare. Klimmek stated that she anticipates a lot of interest in this area. Knier asked about 421 Foley. Klimmek stated that the offer was accepted at \$40,000 and that the attorney is negotiating the purchase agreement at this time. Dickinson asked about the County Abatement Policy. Klimmek stated that it hasn't been discussed but that she will follow up with County staff and bring an update at a future meeting.

7. OTHER

Klimmek stated that there needs to be a formal assignment for treasurer as Calva is resigning and previously held that position.

Commissioner Dickinson motioned to nominate Cole Hendry as the BLEDA Treasurer. Seconded by Commissioner Knier, unanimous ayes, motion carried.

8. ADJOURN

Commissioner Noding motioned to adjourn the meeting at 6:08 p.m. Seconded by Commissioner Calva, unanimous ayes, meeting adjourned.



AGENDA ITEM
Big Lake Economic Development Authority

Prepared By: <i>Deb Wegeleben, BLEDA Assistant Treasurer</i>	Meeting Date: 6/13/2022	Item No. 6A
Item Description: <i>BLEDA Financial Report and List of Claims – May 2022</i>	Reviewed By: <i>Hanna Klimmek, Interim City Administrator</i>	
	Reviewed By: <i>N/A</i>	

ACTION REQUESTED

Approve the BLEDA Financial Report and List of Claims for May 2022

BACKGROUND/DISCUSSION

Attached are the BLEDA May 2022 Financial Report and List of Claims for the BLEDA’s review.

ATTACHMENTS

BLEDA Financial Report and List of Claims



unaudited

**Big Lake Economic Development Authority
Balance Sheet
May 31, 2022**

Assets	Balance	Comments
Cash	83,194.43	
Taxes Receivable - Delinquent	1,410.02	**adjustment each year end
*** Land Held for Resale	<u>61,924.65</u>	
 Total Assets	 <u><u>146,529.10</u></u>	

Liabilities and Fund Balance

Due to Other Funds	-	
Deferred Revenue	1,410.02	Delinquent Taxes
Accounts Payable	-	
Accrued Wages/Fringe	-	
Unspendable Fund Balance	61,924.65	Land Held for resale
Designated Fund Balance	100,000.00	Revolving Loan Fund
Undesignated Fund Balance	(16,805.57)	
 Total Liabilities & Fund Balance	 <u><u>146,529.10</u></u>	

*** **Land Held for Resale**

420 Putman (2018)	10,874.65	PID # 65-403-0430
West End of Plaza (2006)	<u>51,050.00</u>	PID #65-584-0105
	61,924.65	

Pending Cash Payments For 2022	-	
2022 Special Assessments-Transfer	-	
Remaining Wages & Fringe	0.00	not charged while Interim
Outstanding Budget Items	7,201.03	
Interfund Loan Payments	-	
Designated Fund Balance	100,000.00	
Outstanding Contracting - Branding	<u>-</u>	
	107,201.03	
 Property Tax Payments Projections	 126,126.00	at 98% collected by YE Accruals
Projected Cash Balance - YE	102,119.40	



unaudited

**Big Lake Economic Development Authority
Statement of Operating Revenues and Expenditures
May 31, 2022**

42%

Revenues	YTD Actual 2022	Budget 2022	Remaining Budget	% of Budget Remaining	Comments
RE & PP Taxes - Current	-	128,700.00	128,700.00		Property Tax first payment to be received in July -
RE & PP Taxes - Delinquent	-	400.00	400.00		
Interest Earned	267.04	800.00	532.96		
Sub Total Operating Revenues	267.04	129,900.00	129,632.96	100%	
Total Revenues	267.04	129,900.00	129,632.96		0%
Expenditures					
Wages & Fringe	20,112.34	72,844.00	52,731.66		Community Development Director - 50% - Will not be ch
Audit	450.00	500.00	50.00		
Advertising/Marketing	214.47	1,100.00	885.53		
Consultants	-	2,000.00	2,000.00		Annual Reports - TIF
Contractors hired	-	500.00	500.00		For land owned - upkeep
Engineering	-	500.00	500.00		
Legal	799.50	3,000.00	2,200.50		O&E TITLE WORK
Other Operating Expenses	-	50.00	50.00		
Postage	-	25.00	25.00		
Recording Fees	-	150.00	150.00		Land Sales
Snow Removal	-	500.00	500.00		
Subscriptions/Dues	-	-	-		MN Marketing Partnership
Training/Schools	660.00	1,000.00	340.00		Community Development Director - Conferences
Transfers - Fund 141 IPL	46,362.00	46,362.00	-		Transfer to Industrial Park Fund prior year assessments
Website	250.00	250.00	-		
Total Operating Expenditures	68,848.31	128,781.00	59,932.69	47%	
Other Expenditures:					
Interfund Loans Interest Exp	-	-	-		
Total Expenditures	68,848.31	128,781.00	59,932.69		53%
Operating Revenues less Expenditures	(68,581.27)	1,119.00	69,700.27		
Interfund Loan Principal Payment	-	-	-		

Projected Fund Balance Inc/(Decr) (68,581.27) 1,119.00

**does not include principal interfund loan payment

Projected Cash balance Inc/(Decr) (68,581.27)



May 31, 2022

Big Lake Economic Development Authority

Designated Fund Balance

2021 Revolving Loan Fund Established

100,000.00
100,000.00

Unreserve Fund Balance

Total Fund Bal (16,805.57)
83,194.43

Reconciliation

GL

DEFERRED REVENUE - DELQ PROPERTY TAX RECEIVABLE 1,410.02
UNRESERVED FUND BALANCE (18,215.59)
TOTAL OF UNRESERVE FUND BALANCE (16,805.57)

SAC CREDITS

April 25, 2007 - SAC credits given to BLEDA 14.00
These credit have been awarded to project 11/2019 (14.00)
-

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance			
Interest Earned			04/30/2022 (04/22) Balance	275-000-3999			196.92-			
06/07/2022	CRJE	7	MAY INTEREST			13.79-				
06/07/2022	JE	17	MAY INTEREST			56.33-				
YTD Encumbrance		.00	YTD Actual	-267.04	Total	-267.04	YTD Budget	-800.00	Unearned	532.96

Date	Journal	Reference Number	Payee or Description			Account Number	Debit Amount	Credit Amount	Balance
Wages			04/30/2022 (04/22) Balance			275-000-00-05-4002			16,180.16
YTD Encumbrance	.00	YTD Actual	16,180.16	Total	16,180.16	YTD Budget	59,309.00	Unexpended	43,128.84
Insurance Benefits (er)			04/30/2022 (04/22) Balance			275-000-00-05-4008			1,262.15
YTD Encumbrance	.00	YTD Actual	1,262.15	Total	1,262.15	YTD Budget	3,798.00	Unexpended	2,535.85
HSA Accounts			04/30/2022 (04/22) Balance			275-000-00-05-4009			218.75
YTD Encumbrance	.00	YTD Actual	218.75	Total	218.75	YTD Budget	750.00	Unexpended	531.25
F.I.C.A./Medicare (er)			04/30/2022 (04/22) Balance			275-000-00-05-4010			1,237.77
YTD Encumbrance	.00	YTD Actual	1,237.77	Total	1,237.77	YTD Budget	4,538.00	Unexpended	3,300.23
P.E.R.A. (er)			04/30/2022 (04/22) Balance			275-000-00-05-4012			1,213.51
YTD Encumbrance	.00	YTD Actual	1,213.51	Total	1,213.51	YTD Budget	4,449.00	Unexpended	3,235.49
Audit			04/30/2022 (04/22) Balance			275-000-00-20-4140			450.00
YTD Encumbrance	.00	YTD Actual	450.00	Total	450.00	YTD Budget	500.00	Unexpended	50.00
Legal			04/30/2022 (04/22) Balance			275-000-00-20-4170			750.00
05/16/2022	AP	293	CAMPBELL KNUTSON PROFESSIONAL				49.50		
			**Inv. No: 05162022 **Desc: BLEDA LEGAL						
			APRIL CLOSED MTG **Inv. Date: 5/16/2022						
YTD Encumbrance	.00	YTD Actual	799.50	Total	799.50	YTD Budget	3,000.00	Unexpended	2,200.50
Website			04/30/2022 (04/22) Balance			275-000-00-25-4134			250.00
YTD Encumbrance	.00	YTD Actual	250.00	Total	250.00	YTD Budget	250.00	Unexpended	.00
Advertising			04/30/2022 (04/22) Balance			275-000-00-25-4220			66.67
05/16/2022	AP	331	ECM PUBLISHERS, INC.				46.80		
			**Inv. No: 891112 **Desc: 2021 FINANCIALS						
			**Inv. Date: 5/16/2022						
05/25/2022	AP	592	ECM PUBLISHERS, INC.				101.00		
			**Inv. No: 892239 **Desc: BLEDA VACANCY						
			**Inv. Date: 5/25/2022						
YTD Encumbrance	.00	YTD Actual	214.47	Total	214.47	YTD Budget	1,100.00	Unexpended	885.53
Training/Schools			04/30/2022 (04/22) Balance			275-000-00-25-4238			660.00
YTD Encumbrance	.00	YTD Actual	660.00	Total	660.00	YTD Budget	1,000.00	Unexpended	340.00
Transfers Out			04/30/2022 (04/22) Balance			275-000-00-71-4612			46,362.00
YTD Encumbrance	.00	YTD Actual	46,362.00	Total	46,362.00	YTD Budget	46,362.00	Unexpended	.00



Community Development Department Update

1. Permit Activity (as of 5/24/22):

Permit Type	Permits Issued in YTD 2022
Single-Family	12
Multi-Family	0
Commercial Projects	22
Residential Projects	98
HVAC/Mechanical	41
Plumbing	46
Zoning	47
Land Alteration	1
Fire	4
TOTAL	271

**2021 YTD = 333 Permits Issued; 68 Single-Family*

YTD 2022 Total Valuation

\$23,468,526

**2021 = \$25,438,184*

YTD 2022 Permit Fee + Plan Review

\$227,208

**2021 = \$363,973*

Housing Notes:

- Available shovel-ready buildable lots = Nearly gone!
- Accepted a concept plan application from JP Brooks for Northland Meadows, which was presented during the 5/4/22 Planning Commission meeting and 5/25/22 City Council meeting – 85 owner-occupied single family and 20 owner-occupied villas.
- Staff is engaging in multiple conversations with developers regarding rising costs and the viability of their projects.

Commercial/Industrial Notes:

- Big Lake Car Condos, Arrow Components, and Premier Marine are in construction.
- Willy McCoy's is finalizing plans with the City's Building Official to move forward with their project.
- Staff is engaging in multiple conversations with developers regarding rising costs and the viability of their projects.

2. **BLEDA:**

- Staff will be attending the MN Economic Development Association of MN Conference – June 1-3.
- Sherburne County has decided not to amend their Tax Abatement Policy at this time. Their last revision was in 2019.
- BLEDA continues to focus on marketing, business retention & expansion, selling industrial park land, and increasing community presence.
- Contract for Private Development – EDA parcel located on the corner of Martin/Fern.
 - Full Service Laundromat concept to close by 12/31/22.

3. **Planning & Zoning:**

- Code Revision Project – Kicked-off the Zoning chapter on 5/24/22. The 4-hour meeting was very productive with great debate and discussion.
- 6/1/22 Meeting:
 - Parking Pad Ordinance discussion
- 6/15/22 Meeting:
 - Hockey Association property rezone
 - Prairie Rose (Capstone Homes) preliminary applications

4. **Recreation & Communication:**

- **Recreation**
 - Community Gardens
 - Farmers Market (Summer & Winter)
 - Music in the Park (10-Year Anniversary in 2022)
 - Movie in the Park
 - Special Events Permitting
- **Communications**
 - Working with CivicPlus on website redesign

5. **Other:**

- CD staff will be attending the Annual LMC Conference – June 22-24.