



AGENDA
BIG LAKE ECONOMIC DEVELOPMENT AUTHORITY MEETING
COUNCIL CHAMBERS

SEPTEMBER 12, 2022

6:00 p.m.

- 1) CALL TO ORDER**
- 2) PLEDGE OF ALLEGIANCE**
- 3) ROLL CALL** (Members: J. Dickinson, K. Geroux, A. Heidemann, P. Knier, C. Lemm, K. Noding)
- 4) ADOPT AGENDA**
- 5) APPROVE BLEDA MINUTES OF AUGUST 8, 2022**
- 6) BLEDA BUSINESS ITEMS**
 - 6A. Big Lake Manufacturing Month – October of 2022
 - 6B. Vacated Big Lake EDA Commission Seat
 - 6C. BLEDA Budget Report and List of Claims - August, 2022
 - 6D. Community Development Department Update
- 7) OTHER**
- 8) CLOSED SESSION** – Consider Developing an Offer for Purchase of Real Property (Parcel #65-477-0115)
[allowed per M.S. 13D.05, subd. 3c3]
- 9) 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: 8/8/2022	Item No. 5A
Item Description: <i>August 8, 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 August 8, 2022 Big Lake Economic Development Authority (BLEDA) Regular Meeting Minutes as presented.

BACKGROUND/DISCUSSION

The August 8, 2022 BLEDA Regular Meeting Minutes are attached for review.

ATTACHMENTS

08-08-22 BLEDA Regular Meeting Minutes

**BIG LAKE ECONOMIC DEVELOPMENT AUTHORITY
MEETING MINUTES**

MONDAY, AUGUST 8, 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: Jim Dickinson, Ken Geroux, Alan Heidemann, Cole Hendry, Paul Knier, Cindy Lemm, and Kim Noding.

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

4. ADOPT AGENDA

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

5. APPROVE BLEDA MEETING MINUTES OF JUNE 13, 2022

Commissioner Geroux motioned to approve the June 13, 2022 BLEDA minutes. Seconded by Commissioner Knier, unanimous ayes, motion carried.

6. BLEDA BUSINESS ITEMS

6A. STRATEGIC PLAN – 2ND QUARTER REPORT (APRIL 1, 2022 – JUNE 30, 2022)

Klimmek reviewed the BLEDA Strategic Plan and asked the BLEDA for recommendations on the document.

Heidemann stated that the Strategic Plan is included in the job description of the Community Development Director position. Geroux asked if it makes the most sense to wait on making changes to the Strategic Plan until a new Community Development Director is hired. Klimmek agreed it makes sense to include the new Community Development Director in the discussion. Dickinson asked about any changes or updates

to City Hall. Klimmek stated that the option of making City Hall a stand-alone building by modifying utilities has been considered as it could get in the way of making a sale which would not be ideal. Geroux stated that the project should likely not involve the BLEDA as the decisions are made by the City Council. Klimmek stated that the redevelopment of Carousell Works or City Hall as a whole would go to the BLEDA prior to City Council. Noding asked if separating the utilities for the two portions of the building would be an expensive project. Klimmek stated that the project would not be a significant cost.

Knier asked how many people have applied for the Community Development Director position. Klimmek stated that no applications have been submitted but that two people have called to inquire regarding the position.

6B. COMMUNITY DEVELOPMENT DIRECTOR/BLEDA EXECUTIVE DIRECTOR POSITION DISCUSSION

Klimmek reviewed that the City has posted the Community Development Director position. She requested that two members of the BLEDA participate in an interview panel for the position.

Knier asked if it is normal to have a panel when hiring. Klimmek stated that it is normal to use a panel when hiring department heads. Dickinson offered to sit on the interview panel. Heidemann also offered to sit on the interview panel.

6C. PRELIMINARY 2023 BLEDA BUDGET

Wegeleben reviewed the 2023 BLEDA budget.

Heidemann asked why the percentage of wages was changed. Wegeleben stated that it was to more accurately reflect the Community Development Director's time spent on the BLEDA but that it can always be adjusted again in the future if there are changes.

Geroux stated that there needs to be more investment in the BLEDA to make the Commissioners' time more worthwhile and the impact of the Commission more efficient. Klimmek stated that a marketing budget would be necessary to be successful in marketing the City of Big Lake to developers outside of the community. She stated that a CIP Fund will need to be started and it will take time to build this budget.

Geroux asked if the BLEDA has brought a proposed budget forward to the City Council. Wegeleben stated that it hasn't happened before and that there would need to be specific examples on what the money would be spent on. Knier asked what a marketing budget would be needed for. Dickinson stated that the branding project is to show those outside of the community what the City has to offer, not just those living within the community. Lemm asked if there are brochures for the City that can be mailed out. Klimmek stated that there hasn't been a new brochure created since the new logo was

unveiled. Wegeleben stated that there is a very small marketing budget in the general fund that can be used by the BLEDA to market the City.

Geroux stated that when the Council makes decisions it brings in a political aspect to decision making whereas the BLEDA is not elected and it is easier to make decisions without politics getting in the way. Dickinson stated that there is a specific portion in the Strategic Plan that states what types of marketing should be invested in, but there isn't a budget to allow for those projects to be completed. Heidemann asked if the new Community Development Director could be tasked with coming up with a proposed budget for marketing. Wegeleben stated that she needs a proposed number for the marketing budget for 2024. Knier recommended using some of the money in the Revolving Loan Fund for marketing.

Knier asked about a return on investment for the marketing budget. Geroux stated that it is not easy to quantify a return on investment from marketing. Klimmek stated that the return on investment would likely not be realized immediately, but rather over a number of years.

Geroux stated that it would be wise to have a budget built up in the case that a redevelopment opportunity arises. Wegeleben stated that there are restrictions on levying so there would need to be transfers from the general fund. She stated that the levy through BLEDA would count toward the City's levies as a whole. Knier stated that he is concerned about increasing property taxes. Geroux agreed that he doesn't want to see property taxes raise, but that if there is going to be a BLEDA it needs to be funded appropriately.

Commissioner Dickinson motioned to approve the 2023 BLEDA budget with a transfer of \$50,000 from the Revolving Loan Fund to the marketing budget. Seconded by Commissioner Noding, unanimous ayes, motion carried.

Commissioner Noding motioned to approve a Resolution authorizing the City of Big Lake to levy with the amendment of the proposed budget. Seconded by Commissioner Lemm, the motion passed on a vote of 6:1 with Commissioners Geroux, Heidemann, Hendry, Knier, Lemm, and Noding voting aye and Commissioner Dickinson voting nay.

6D. BLEDA BUDGET AND LIST OF CLAIMS

Commissioner Dickinson motioned to accept the budget report and approve the BLEDA List of Claims for June and July 2022 as presented. Seconded by Commissioner Knier, unanimous ayes, motion carried.

6E. 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.

Knier asked about Premier Marine's labor and if they can fill the needed positions. Klimmek stated that they are heavily marketing job openings, but that she hasn't spoken with the owners lately and she can't say whether or not they are receiving applicants. She stated that there is a lack of available housing for those wanting to relocate to Big Lake.

Scott reviewed that Music in the Park is wrapping up on August 11, 2022. She stated that August 10, 2022 the City is celebrating National Farmers Market Week. Wegeleben asked about the Fairy House Contest. Scott stated that there were six people who registered this year and that the event was created to limit the time of the year that people place homemade fairy houses on the trail system to avoid any litter, disturbance of wildlife or issues with Public Works being able to maintain parks and trails. Scott reviewed that the website redesign is moving forward and should be up in October. She stated that if anyone ever sees content on the website that needs updating, they can reach out to her.

Knier asked about the marketing plan. Klimmek stated that she will be working with Scott to create a marketing plan regarding the new branding project, the website, and social media.

7. **OTHER** – None.

8. **ADJOURN**

Commissioner Knier motioned to adjourn the meeting at 7:13 p.m. Seconded by Commissioner Noding, unanimous ayes, meeting adjourned.



AGENDA ITEM

Big Lake Economic Development Authority

Prepared By: <i>Hanna Klimmek, BLEDA Executive Director</i>	Meeting Date: 9/12/2022	Item No. 6A
Item Description: <i>Big Lake Manufacturing Month – October of 2022</i>	Reviewed By: N/A	
	Reviewed By: N/A	

ACTION REQUESTED

Motion to recommend the Big Lake City Council approve a PROCLAMATION proclaiming the month of October 2022 as Big Lake Manufacturing Month.

BACKGROUND/DISCUSSION

In recognition of the critical importance of Manufacturing to Minnesota’s economy, CareerForce, in partnership with the Minnesota Department of Employment and Economic Development (DEED), has deemed October as being, “Manufacturing Month.” CareerForce and manufacturing industry associations will be hosting virtual and in-person events to mark the month. Staff will be sending all pertinent information to Big Lake manufacturers as to how they can participate once the CareerForce website is updated with 2022 information.

October will be a great time to highlight the many career opportunities in the industry. City staff will be actively posting on the city website and social media platforms throughout the month of October to raise public awareness of the importance of manufacturing and highlight the impact of manufacturing in the Big Lake community/region.

FINANCIAL IMPACT

N/A

STAFF RECOMMENDATION

Consider to make a formal motion to recommend the Big Lake City Council approve a PROCLAMATION proclaiming the month of October 2022 as Big Lake Manufacturing Month.

ATTACHMENTS

N/A



AGENDA ITEM

Big Lake Economic Development Authority

Prepared By: <i>Hanna Klimmek, BLEDA Executive Director</i>	Meeting Date: 9/12/2022	Item No. 6B
Item Description: <i>Vacated Big Lake EDA Commission Seat</i>	Reviewed By: N/A	
	Reviewed By: N/A	

ACTION REQUESTED

Motion to accept the resignation of Commissioner/Treasurer, Cole Hendry, 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.

BACKGROUND/DISCUSSION

Commissioner/Treasurer, Cole Hendry, provided the city with written notice of his intent to resign from the Big Lake Economic Development Authority (BLEDA) on Wednesday, August 31, 2022. Within the notice, Commissioner/Treasurer Hendry indicated that his resignation is effective immediately.

Commissioner/Treasurer Hendry was appointed to the BLEDA by the Big Lake City Council in January of 2022. The term expiration of his seat (SEAT B) is 12/31/2027.

The candidate who is recommended by the Committee Interview Panel (BLEDA President, Alan Heidemann; BLEDA Vice President, Ken Geroux; Council Member, Kim Noding; Council Member, Paul Seefeld; BLEDA Executive Director, Hanna Klimmek) will be considered by the City Council to serve the remaining time within the term through 12/31/2027 through an appointment.

Thank you, BLEDA Commissioner/Treasurer Hendry, for your contributions to the Big Lake Economic Development Authority!

FINANCIAL IMPACT

N/A

STAFF RECOMMENDATION

Staff recommends the BLEDA consider formally approving the resignation of Commissioner/Treasurer, Cole Hendry, 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.

ATTACHMENTS

- Letter of Resignation
- Status of Terms

Cole Hendry
240 Jefferson Blvd
Big Lake, MN 55309

08/31/2022

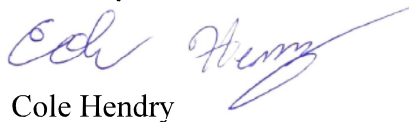
The City of Big Lake
160 Lake St N
Big Lake, MN 55309

Dear Hanna Klimmek,

Please accept this letter as my formal resignation from my position as Economic Development Authority Treasurer for the City of Big Lake, effective immediately. I have accepted a position with another financial institution outside of Big Lake. My last day with RiverWood Bank is Friday, September 2nd.

I appreciate the opportunities for growth and development you have provided during my tenure. Thank you for your guidance and support. I wish you and The City of Big Lake the absolute best moving forward.

Sincerely,


Cole Hendry

Big Lake Economic Development Authority (BLEDA)

Commissioner Status of Terms

(Appointment Term: 6 years)

<u>Jim Dickinson</u> SEAT A	BLEDA Term Expires: Re-Appointed to BLEDA: BLEDA Title:	12/31/2026 01/2021 Commissioner
---------------------------------------	---	---------------------------------------

<u>VACANT</u> SEAT B	BLEDA Term Expires: Appointed to BLEDA: BLEDA Title:	12/31/2027 Treasurer
--------------------------------	--	-----------------------------

<u>Cindy Lemm</u> SEAT C	BLEDA Term Expires: Appointed to BLEDA: BLEDA Title:	12/31/2024 06/2022 Commissioner
------------------------------------	--	---------------------------------------

<u>Alan Heidemann</u> SEAT D	BLEDA Term Expires: Appointed to BLEDA: BLEDA Title:	12/31/2023 01/2019 President
--	--	------------------------------------

<u>Ken Geroux</u> SEAT E	BLEDA Term Expires: Appointed to BLEDA: BLEDA Title:	12/31/2022 10/2017 Vice-President
------------------------------------	--	---

<u>Paul Knier</u>	Appointed to BLEDA: Elected to Council: City Council Term Expires: BLEDA Title:	1/2022 11/2020 12/2024 Council Liaison
--------------------------	--	---

<u>Kim Noding</u>	Appointed to BLEDA: Elected to Council: City Council Term Expires: BLEDA Title:	1/2022 4/2020 12/2022 Council Liaison
--------------------------	--	--



AGENDA ITEM
Big Lake Economic Development Authority

Prepared By: <i>Deb Wegeleben, BLEDA Assistant Treasurer</i>	Meeting Date: 9/12/2022	Item No. 6C
Item Description: <i>BLEDA Financial Report and List of Claims – August 2022</i>	Reviewed By: <i>Hanna Klimmek, City Administrator</i>	
	Reviewed By: <i>N/A</i>	

ACTION REQUESTED

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

BACKGROUND/DISCUSSION

Attached are the BLEDA August 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
August 31, 2022**

Assets	Balance	Comments
Cash	103,918.01	
Taxes Receivable - Delinquent	1,410.02	**adjustment each year end
*** Land Held for Resale	<u>61,924.65</u>	
Total Assets	<u><u>167,252.68</u></u>	
Liabilities and Fund Balance		
Due to Other Funds	-	
Deferred Revenue	1,410.02	Delinquent Taxes
Accounts Payable	5,686.89	
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	(1,768.88)	
Total Liabilities & Fund Balance	<u><u>167,252.68</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	20,000.00	Position vacated until Oct
Outstanding Budget Items	(4,822.08)	
Interfund Loan Payments	-	
Designated Fund Balance	100,000.00	
Land clean up - 421 Foley	<u>10,000.00</u>	projected costs
	125,177.92	
Property Tax Payments Projections	61,235.28	at 98% collected by YE Accruals
Projected Cash Balance - YE	39,975.37	



unaudited

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

67%

Revenues	YTD Actual 2022	Budget 2022	Remaining Budget	% of Budget Remaining	Comments
RE & PP Taxes - Current	66,215.02	128,700.00	62,484.98		Property Tax first payment to be received in July -
RE & PP Taxes - Delinquent	642.60	400.00	(242.60)		
Interest Earned	469.22	800.00	330.78		
Sub Total Operating Revenues	67,326.84	129,900.00	62,573.16	48%	
Total Revenues	67,326.84	129,900.00	62,573.16		52%
Expenditures					
Wages & Fringe	20,112.34	72,844.00	52,731.66		Community Development Director - 50% - Will not be charged when Interim
Audit	501.00	500.00	(1.00)		
Advertising/Marketing	1,624.25	1,100.00	(524.25)		
Marketing - Branding Project	-	-	-		2020 Branding Project
Computers/Software	-	-	-		Drop Box Space
Consultants	6,550.00	2,000.00	(4,550.00)		Annual Reports - TIF
Contractors hired	-	500.00	500.00		For land owned - upkeep
Engineering	-	500.00	500.00		
Legal	2,926.52	3,000.00	73.48		O&E TITLE WORK
Meals	-	-	-		
Other Operating Expenses	111.95	50.00	(61.95)		
Postage	-	25.00	25.00		
Recording Fees	375.00	150.00	(225.00)		Land Sales
Real Estate Taxes	1,398.36	-	(1,398.36)		421 Foley - at year end will be moved to Land Held for Resale
Signs/Banners	-	-	-		
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	-		
Bad Debt Expense/Write Offs	-	-	-		AR wrote off
Total Operating Expenditures	80,871.42	128,781.00	47,909.58	37%	
Other Expenditures:					
Property Acq - 421 Foley	40,000.00	-	(40,000.00)		421 Foley - at year end will be moved to Land Held for Resale
Interfund Loans Interest Exp	-	-	-		
Total Other Expenditures	40,000.00	-	(40,000.00)		
Total Expenditures	120,871.42	128,781.00	7,909.58		94%
Operating Revenues less Expenditures	(53,544.58)	1,119.00	54,663.58		
Interfund Loan Principal Payment	-	-	-		
Projected Fund Balance Inc/(Decr)	(13,544.58)	1,119.00			
Projected Cash balance Inc/(Decr)	(53,544.58)				



August 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 (1,768.88)
98,231.12

Reconciliation

GL

DEFERRED REVENUE - DELQ PROPERTY TAX RECEIVABLE 1,410.02
UNRESERVED FUND BALANCE (3,178.90)
TOTAL OF UNRESERVE FUND BALANCE (1,768.88)

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
			07/31/2022 (07/22) Balance	275-000-3101			66,215.02-
RE & PP Taxes-Current							
YTD Encumbrance	.00	YTD Actual	-66,215.02 Total	-66,215.02 YTD Budget	-128,700.00 Unearned	62,484.98	
RE & PP Taxes-Delinquent			07/31/2022 (07/22) Balance	275-000-3102			642.60-
YTD Encumbrance	.00	YTD Actual	-642.60 Total	-642.60 YTD Budget	-400.00 Unearned	(242.60)	
Interest Earned			07/31/2022 (07/22) Balance	275-000-3999			469.22-
YTD Encumbrance	.00	YTD Actual	-469.22 Total	-469.22 YTD Budget	-800.00 Unearned	330.78	

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
			07/31/2022 (07/22) Balance	275-000-00-05-4002			16,180.16
Wages							
YTD Encumbrance	.00	YTD Actual	16,180.16 Total	16,180.16 YTD Budget	59,309.00 Unexpended	43,128.84	
			07/31/2022 (07/22) Balance	275-000-00-05-4008			1,262.15
Insurance Benefits (er)							
YTD Encumbrance	.00	YTD Actual	1,262.15 Total	1,262.15 YTD Budget	3,798.00 Unexpended	2,535.85	
			07/31/2022 (07/22) Balance	275-000-00-05-4009			218.75
HSA Accounts							
YTD Encumbrance	.00	YTD Actual	218.75 Total	218.75 YTD Budget	750.00 Unexpended	531.25	
			07/31/2022 (07/22) Balance	275-000-00-05-4010			1,237.77
F.I.C.A./Medicare (er)							
YTD Encumbrance	.00	YTD Actual	1,237.77 Total	1,237.77 YTD Budget	4,538.00 Unexpended	3,300.23	
			07/31/2022 (07/22) Balance	275-000-00-05-4012			1,213.51
P.E.R.A. (er)							
YTD Encumbrance	.00	YTD Actual	1,213.51 Total	1,213.51 YTD Budget	4,449.00 Unexpended	3,235.49	
			07/31/2022 (07/22) Balance	275-000-00-20-4140			501.00
Audit							
YTD Encumbrance	.00	YTD Actual	501.00 Total	501.00 YTD Budget	500.00 Unexpended	(1.00)	
			07/31/2022 (07/22) Balance	275-000-00-20-4170			2,005.52
Legal							
08/17/2022	AP	594	CAMPBELL KNUTSON PROFESSIONAL **Inv. No: 08/17/2022 **Desc: BLEDA LEGAL JULY 2022 **Inv. Date: 8/17/2022		921.00		
YTD Encumbrance	.00	YTD Actual	2,926.52 Total	2,926.52 YTD Budget	3,000.00 Unexpended	73.48	
			07/31/2022 (07/22) Balance	275-000-00-20-4180			1,000.00
Other Consultants							
08/31/2022	AP	1283	TERRACON CONSULTANTS, INC **Inv. No: TH15174 **Desc: 421 FOLEY PRE DEMO SURVEY **Inv. Date: 8/31/2022		2,950.00		
08/31/2022	AP	1284	TERRACON CONSULTANTS, INC **Inv. No: TH19282 **Desc: 421 FOLEY PHASE I **Inv. Date: 8/31/2022		2,600.00		
YTD Encumbrance	.00	YTD Actual	6,550.00 Total	6,550.00 YTD Budget	2,000.00 Unexpended	(4,550.00)	
			07/31/2022 (07/22) Balance	275-000-00-25-4120			.00
Real Estate Taxes							
08/01/2022	AP	198	FIRST AMERICAN TITLE INSURANCE COMP **Inv. No: 08/01/2022 **Desc: PROPERTY TAXES 65-408-0310 **Inv. Date: 8/1/2022		793.73		
08/01/2022	AP	199	FIRST AMERICAN TITLE INSURANCE COMP **Inv. No: 08/01/2022 **Desc: PROPERTY TAXES 65-408-0320 **Inv. Date: 8/1/2022		507.70		
08/01/2022	AP	200	FIRST AMERICAN TITLE INSURANCE COMP **Inv. No: 08/01/2022 **Desc: PROPERTY TAXES 65-408-0230 **Inv. Date: 8/1/2022		96.93		
YTD Encumbrance	.00	YTD Actual	1,398.36 Total	1,398.36 YTD Budget	.00 Unexpended	(1,398.36)	

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
			07/31/2022 (07/22) Balance	275-000-00-25-4134			250.00
YTD Encumbrance		.00 YTD Actual	250.00 Total	250.00 YTD Budget	250.00 Unexpended	.00	
			07/31/2022 (07/22) Balance	275-000-00-25-4209			.00
08/01/2022	AP	201	FIRST AMERICAN TITLE INSURANCE COMP **Inv. No: 08/01/2022 **Desc: TITLE SEARCH- SETTLEMENT FEES 421 FOLEY AVE **Inv. Date: 8/1/2022		375.00		
YTD Encumbrance		.00 YTD Actual	375.00 Total	375.00 YTD Budget	150.00 Unexpended	(225.00)	
			07/31/2022 (07/22) Balance	275-000-00-25-4212			.00
08/18/2022	AP	872	US BANK (E-CHECKS) **Inv. No: JUNE 2022 **Desc: TRANSCRIPTION EQUIPMENT **Inv. Date: 8/18/2022		111.95		
YTD Encumbrance		.00 YTD Actual	111.95 Total	111.95 YTD Budget	50.00 Unexpended	(61.95)	
			07/31/2022 (07/22) Balance	275-000-00-25-4220			1,314.47
08/17/2022	AP	645	ECM PUBLISHERS, INC. **Inv. No: 905688 **Desc: COMMUNITY DEV AD **Inv. Date: 8/17/2022		172.89		
08/30/2022	AP	1191	ECM PUBLISHERS, INC. **Inv. No: 906682 **Desc: COMM DEVEL DIRECTOR AD **Inv. Date: 8/30/2022		136.89		
YTD Encumbrance		.00 YTD Actual	1,624.25 Total	1,624.25 YTD Budget	1,100.00 Unexpended	(524.25)	
			07/31/2022 (07/22) 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	
			07/31/2022 (07/22) Balance	275-000-00-70-4316			.00
08/01/2022	AP	197	FIRST AMERICAN TITLE INSURANCE COMP **Inv. No: 08/01/2022 **Desc: 421 FOLEY AVE **Inv. Date: 8/1/2022		40,000.00		
YTD Encumbrance		.00 YTD Actual	40,000.00 Total	40,000.00 YTD Budget	.00 Unexpended	(40,000.00)	
			07/31/2022 (07/22) 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 8/31/22):

Permit Type	Permits Issued in YTD 2022
Single-Family	21
Multi-Family	1
Commercial Projects	42
Residential Projects	709
HVAC/Mechanical	82
Plumbing	99
Zoning	91
Land Alteration	6
Fire	9
TOTAL	1,060

*2021 YTD = 533 Permits Issued; 79 Single-Family

YTD 2022 Total Valuation

\$51,321,863

*2021 = \$29,255,676

YTD 2022 Permit Fee + Plan Review

\$490,103

*2021 = \$430,308

Housing Notes:

- Available shovel-ready buildable lots = Nearly gone!
- Marketplace Crossing's (CommonBond) is in construction.
- Prairie Meadow's Third Addition is in construction.

- The City Council approved the rezoning, preliminary plat, and development state PUD for “Prairie Rose” on 7/27/22.
- We have received preliminary applications for Aeon’s Big Lake Station senior affordable rental project. The applications should be in front of the Planning Commission during its meeting on 11/2/22.
- We received a Concept Plan Application for a residential project off of Manitou Street.

Commercial/Industrial Notes:

- Big Lake Car Condos, Arrow Components, and Premier Marine are in construction.
- Willy McCoy’s renovations are moving along.
- Facilitating applications for a mega storage concept.

2. BLEDA:

- BLEDA Commissioner/Treasurer, Cole Hendry, has resigned. The BLEDA will be accepting the resignation during its 9/12/22 meeting and the City Council will also accept the resignation on 9/14/22.
- The BLEDA closed on 421 Foley on 8/8/22.
- Contract for Private Development – EDA parcel located on the corner of Martin/Fern.
 - Full Service Laundromat concept to close by 12/31/22.
- BLEDA continues to focus on marketing, business retention & expansion, selling industrial park land, and increasing community presence.
- Region 7W is updating its Comprehensive Economic Development Strategy (CEDs). The region consists of Benton, Sherburne, Stearns, and Wright counties. The CEDs will keep the region competitive when applying for Federal EDA grants.

3. Planning & Zoning:

- Code Revision Project – Over half-way done!
- Two (2) planning commissioners have resigned and staff is currently accepting applications. The City Council will accept both recommendation during their 9/14/22 meeting.

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.
- Will be working on a communication plan for the city once the summers schedule of events ends.

5. Other:

- A recommendation for the city's next Community Development Director/BLEDA Executive Director will be moving forward for consideration by the City Council on 9/14/22.

ITEM #8

CLOSED SESSION

M.S. 13D.05, subd. 3c3

Consider Developing an Offer for Purchase of Real Property

65-477-0115

No Documentation

13D.05

Subd. 3. **What meetings may be closed.** (c) A public body may close a meeting: (3) to develop or consider offers or counteroffers for the purchase or sale of real or personal property. Before holding a closed meeting under this paragraph, the public body must identify on the record the particular real or personal property that is the subject of the closed meeting. The proceedings of a meeting closed under this paragraph must be tape recorded at the expense of the public body. The recording must be preserved for eight years after the date of the meeting and made available to the public after all real or personal property discussed at the meeting has been purchased or sold or the governing body has abandoned the purchase or sale. The real or personal property that is the subject of the closed meeting must be specifically identified on the tape. A list of members and all other persons present at the closed meeting must be made available to the public after the closed meeting. If an action is brought claiming that public business other than discussions allowed under this paragraph was transacted at a closed meeting held under this paragraph during the time when the tape is not available to the public, section 13D.03, subdivision 3, applies. An agreement reached that is based on an offer considered at a closed meeting is contingent on approval of the public body at an open meeting. The actual purchase or sale must be approved at an open meeting after the notice period required by statute or the governing body's internal procedures, and the purchase price or sale price is public data.