



AGENDA
BIG LAKE ECONOMIC DEVELOPMENT AUTHORITY MEETING
COUNCIL CHAMBERS

OCTOBER 9, 2023

6:00 p.m.

- 1) CALL TO ORDER**
- 2) PLEDGE OF ALLEGIANCE**
- 3) ROLL CALL** (Members: D. Clarksean, J. Dickinson, K. Geroux, A. Heidemann, P. Knier, C. Lemm, K. Noding)
- 4) ADOPT AGENDA**
- 5) APPROVE BLEDA MINUTES OF SEPTEMBER 11, 2023**
- 6) BLEDA BUSINESS ITEMS**
 - 6A. 2023 Committee Workshop
 - 6B. Commissioner Heidemann Term Expiration – Authorization to Advertise Position
 - 6C. 2024 BLEDA Meeting Schedule
 - 6D. BLEDA Strategic Plan
 - 6E. BLEDA Budget Report and List of Claims - September 2023
 - 6F. 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: 10/9/2023	Item No. 5A
Item Description: <i>September 11, 2023 Big Lake Economic Development Authority Regular Meeting Minutes</i>	Reviewed By: <i>Therese Haffner, BLEDA Executive Director</i>	
	Reviewed By: <i>N/A</i>	

ACTION REQUESTED

Approve the September 11, 2023 Big Lake Economic Development Authority (BLEDA) Regular Meeting Minutes as presented.

BACKGROUND/DISCUSSION

The September 11, 2023 BLEDA Regular Meeting Minutes are attached for review.

ATTACHMENTS

09-11-23 BLEDA Regular Meeting Minutes

**BIG LAKE ECONOMIC DEVELOPMENT AUTHORITY
MEETING MINUTES**

MONDAY, SEPTEMBER 11, 2023

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: Donna Clarksean, Ken Geroux, Alan Heidemann, Paul Knier, and Kim Noding. Commissioners absent: Jim Dickinson and Cindy Lemm. Also present: BLEDA Executive Director Therese Haffner, BLEDA Assistant Treasurer Deb Wegeleben, and BLEDA Secretary Corrie Scott.

4. ADOPT AGENDA

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

5. APPROVE BLEDA MEETING MINUTES OF JULY 17, 2023

Commissioner Geroux motioned to approve the July 17, 2023 BLEDA minutes. Seconded by Commissioner Knier, unanimous ayes, motion carried.

6. BLEDA BUSINESS ITEMS

6A. REDEVELOPMENT TIF DISTRICT – 160 LAKE ST. N

Haffner reviewed a resolution establishing that the community school building parcels attached to City Hall qualify for a Redevelopment TIF District project and that the BLEDA would have three years once a demolition permit is pulled to create a TIF District. She asked the BLEDA to review and approve Resolution 2023-07 making certain findings with respect to substandard buildings.

Commissioner Geroux motioned to approve Resolution 2023-07 making certain findings with respect to substandard buildings. Seconded by Commissioner Noding, unanimous ayes, motion carried.

6B. JOINT CITY COUNCIL & BLEDA MEETING – DISCUSSION ON 160 LAKE ST. N

Haffner recommended that the BLEDA hold a joint meeting with the City Council to discuss next steps and provide input and direction on the future of the site that includes both City Hall and the community school buildings.

Geroux asked how soon in the process should a meeting between BLEDA and City Council should take place. He stated that he would like to expedite the meeting with the Council. Wegeleben stated that it is important to meet with City Council to get an idea of if their vision is similar to the BLEDA. Knier asked if this meeting would set back the project as he believes that it could be assumed that City Council is on the same page as the BLEDA. Geroux stated that although the assumption could be safely made, it would be wise to have some type of agreement on paper. Knier stated that Council would like some more detailed information before they agree to move forward with the project. Geroux stated that this conversation would be very high level and not include specific details.

Knier asked if renovation of the building is an option. Noding stated that if renovation was an option it would not have sat on the market for so long. Geroux stated that if renovation was likely, then the BLEDA would not have gotten involved in the project. Haffner stated that one party who was interested in renovation went on a tour of the building and then stopped communication shortly afterward. Wegeleben stated that part of the conversation would be to talk about what options they would consider for the location of City Hall. Haffner stated that this meeting would help give staff direction on whether an RFP should be posted.

Geroux reiterated that the meeting could give reaffirmation for staff and then this would allow the BLEDA to move forward in creating a plan for the project. Noding stated that City Council is sitting on the most expensive piece of land in Big Lake and a building that is difficult to renovate. She asked if this project has come up to previous City Councils. Geroux confirmed that this project has been brought up before and it wasn't supported at that time.

Commissioner Clarksean motioned to hold a Joint City Council & BLEDA meeting to discuss future of City Hall and Community School Buildings. Seconded by Commissioner Knier, unanimous ayes, motion carried.

6C. BIG LAKE MANUFACTURING MONTH – OCTOBER OF 2023

Haffner reviewed that 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."

Commissioner Noding motioned to recommend the Big Lake City Council approve a Proclamation proclaiming the month of October 2023 as Big Lake Manufacturing Month. Seconded by Commissioner Knier, unanimous ayes, motion carried.

6D. VACATED BLEDA COMMISSION SEAT

Haffner reviewed that Commissioner, Cindy Lemm, has submitted her intent to resign from the Big Lake Economic Development Authority (BLEDA) to be effective on October 31, 2023.

Commissioner Geroux motioned to accept the resignation of Commissioner, Cindy Lemm, 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 Clarksean, unanimous ayes, motion carried.

6E. BLEDA BUDGET AND LIST OF CLAIMS

Commissioner Geroux motioned to accept the budget report and approve the BLEDA List of Claims for July and August 2023 as presented. Seconded by Commissioner Noding, unanimous ayes, motion carried.

6F. COMMUNITY DEVELOPMENT DEPARTMENT UPDATE

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

Scott reviewed that she needs two volunteers for the upcoming Movie in the Park on September 15 to help with parking. She stated that the Winter Market will be limited with space due to the hallway near Carousell Works being closed, but that she is working with the Food Shelf to ensure that pictures with Santa can still take place in December. Scott also stated that staff is working with the Cable Commission to create promotional videos for the City of Big Lake.

Knier asked about the marketing budget and if those funds have been used. Haffner stated that the City has used those funds on the MNCAR Expo and a site selector ad, but other than that they haven't been used. Wegeleben stated that those funds could be used to market the sale of the school building.

7. OTHER

Knier asked the BLEDA what their expected outcome would be for the Joint City Council and BLEDA meeting. Wegeleben stated that City Council will have to be in support of having the meeting. Geroux stated that his vision would be to get some kind of general agreement that the Council wants to move forward with the site being redeveloped. He stated that it is not likely there would be time for conversation regarding logistics. Wegeleben stated that instead of having a joint meeting the conversation could be had at a Council Workshop meeting with the BLEDA present. Haffner stated that she would bring up the topic of having a meeting at the next Council Workshop.

8. ADJOURN

Commissioner Knier motioned to adjourn the meeting at 6:34 p.m. Seconded by Commissioner Clarksean, unanimous ayes, meeting adjourned.



AGENDA ITEM

Big Lake Economic Development Authority

Prepared By: <i>Gina Wolbeck, City Clerk</i>	Meeting Date: <i>10/9/2023</i>	Item No. 6A
Item Description: <i>2023 Committee Workshop</i>	Reviewed By: <i>Therese Haffner, Community Development Director</i>	
	Reviewed By: <i>Corrie Scott, Recreation and Communication Coordinator</i>	

ACTION REQUESTED

Motion to set the 2023 Annual Joint Committee Workshop date of Tuesday, December 5, 2023 at 5:00 p.m. at Style Catering located at 617 Rose Drive, Big Lake, MN.

BACKGROUND/DISCUSSION

The City has three (3) committees/commissions: Planning Commission, EDA, and Parks Advisory Committee. The Council has scheduled the following workshop to meet with all committee members:

DATE: Tuesday, December 5, 2023
TIME: 5:00 p.m.
LOCATION: Style Catering
617 Rose Drive, Big Lake, MN

Committee Chairs are asked to provide an update on projects they have worked on this past year as well as identifying goals for 2024.

Also, as we have offered in the past, a working meal will be provided during this Workshop.

FINANCIAL IMPACT

N/A

STAFF RECOMMENDATION

Set the Committee Workshop as presented.

ATTACHMENTS

N/A



AGENDA ITEM

Big Lake Economic Development Authority

Prepared By: <i>Therese Haffner, BLEDA Executive Director</i>	Meeting Date: 10/9/2023	Item No. 6B
Item Description: <i>Commissioner Heidemann Term Expiration – Authorization to Advertise Position</i>	Reviewed By: <i>Hanna Klimmek, City Administrator</i>	
	Reviewed By: <i>N/A</i>	

ACTION REQUESTED

Motion to authorize staff to advertise for the upcoming open position on the Big Lake EDA and to collect letters of interest and resumes from residents who live within city limits or who are a managing agent of a business located within city limits of the City of Big Lake.

BACKGROUND/DISCUSSION

Big Lake EDA (BLEDA) Commissioner, Alan Heidemann, currently occupies SEAT D on the BLEDA, which is set to expire on December 31, 2023. It is advised that staff begin to advertise the position so it can be filled in a timely manner once the current term expires.

The City Council has asked that the BLEDA vacancies be filled via interview(s) by a panel made up of two Council Members (Kim Noding and Paul Seefeld), two members of the BLEDA, Therese Haffner, and Hanna Klimmek. Two members of the BLEDA have yet to be chosen.

The panel will interview interested candidates and is expected to make a recommendation of appointment for the City Council to consider.

Once the panel has been put together, staff will schedule a date for the interview(s) prior to advertising the open position.

FINANCIAL IMPACT

N/A

STAFF RECOMMENDATION

Select two BLEDA Commissioners to serve on the interview panel and then formally motion to authorize staff to advertise the upcoming open position.

ATTACHMENTS

N/A



AGENDA ITEM

Big Lake Economic Development Authority

Prepared By: <i>Therese Haffner, BLEDA Executive Director</i>	Meeting Date: 10/9/2023	Item No. 6C
Item Description: <i>2024 BLEDA Meeting Schedule</i>	Reviewed By: <i>Hanna Klimmek, City Administrator</i>	
	Reviewed By: <i>Corrie Scott, BLEDA Secretary</i>	

ACTION REQUESTED

Motion to approve the proposed 2024 BLEDA meeting schedule.

BACKGROUND/DISCUSSION

N/A

FINANCIAL IMPACT

N/A

STAFF RECOMMENDATION

Review and formally adopt the 2024 BLEDA meeting schedule.

ATTACHMENTS

2024 BLEDA Meeting Schedule

2024

BIG LAKE ECONOMIC DEVELOPMENT AUTHORITY MEETING DATES

The Big Lake Economic Development Authority (BLEDA)
meets at 6:00 p.m. on the second Monday of each month.

Meeting dates for 2024 are as follows:

January 8, 2024

February 12, 2024

March 11, 2024

April 8, 2024

May 13, 2024

June 10, 2024

July 8, 2024

August 12, 2024

September 9, 2024

October 14, 2024

November 11, 2024

December 9, 2024



AGENDA ITEM

Big Lake Economic Development Authority

Prepared By: <i>Therese Haffner, BLEDA Executive Director</i>	Meeting Date: 10/9/2023	Item No. 6D
Item Description: <i>2021-2023 Strategic Plan</i>	Reviewed By: <i>Hanna Klimmek, City Administrator</i>	
	Reviewed By: <i>Deb Wegeleben, Finance Director and BLEDA Assistant Treasurer</i>	

ACTION REQUESTED

Provide input regarding the 2021-2023 Strategic Plan.

BACKGROUND/DISCUSSION

Quarterly reports will provide the BLEDA with the opportunity to revise the BLEDA Strategic Plan on an as needed basis in an effort to keep up with market trends and development opportunities.

The 3rd quarter report is for the timeframe of July 1 through September 30, 2023. Staff will provide the report during the 10/09/23 BLEDA meeting and will ask for discussion afterwards.

FINANCIAL IMPACT

N/A

STAFF RECOMMENDATION

Discuss and recommend revisions as needed.

ATTACHMENTS

BLEDA Strategic Plan (2021 – 2023)



Big Lake Economic Development Authority (BLEDA) Strategic Plan 3-Year Perspective – 2021 through 2023

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: Market the City of Big Lake

<i>Work Plan Objectives</i>	
1.	Administer the Business Retention & Expansion Program (BR&E)

Strategy: Market and Sell Industrial Park Phase II Land by December 31, 2023.

<i>Work Plan Objectives</i>	
1.	Appropriately stage the property (schedule lawn maintenance, install signage, etc.)
2.	Direct market to Real Estate Brokers and Developers
3.	Participate in relevant expos, site selector events, forums, conferences, etc.

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

<i>Work Plan Objectives</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 • 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.	420 Putnam Avenue (BLEDA-owned) – PID 65-403-0430 <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
3.	City Hall (City-owned) – PID 65-477-0110, PID 65-477-0105, PID 65-477-0010 & former Community School Building (BLEDA owned) - PID 65-477-0115 <ul style="list-style-type: none"> • Streamline property for redevelopment opportunity
4.	421 Foley Avenue (BLEDA-owned) PID 65-408-0310 & PID 65-408-0320 <ul style="list-style-type: none"> • Monitor contiguous parcels and position BLEDA to acquire properties • Hold parcel for development • Identify and eliminate road blocks for development / redevelopment

	<ul style="list-style-type: none"> Determine when and how to market parcel
5.	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

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

	<i>Work Plan Objectives</i>
1.	Innovation Industrial Park – I-4 Zoning District RiverWood Bank – Big Lake Marketplace East Transit Oriented Development District Smith Property North of Old National Bank and Big Lake Dental Property 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 Property on West Side of City Mr. Berndt’s Property on West Side of City

Strategy: Increase BLEDA Community Presence.

	<i>Work Plan Objectives</i>
1.	Maintain extensive knowledge of all business financing tools (federal, state, local, etc.)
2.	Work in partnership with the Big Lake Finance Director to discover budgeting options for the BLEDA to consider <ul style="list-style-type: none"> Create a financial “handbook” that clearly explains all BLEDA finances Review and make recommendation on annual budget.
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
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.
5.	Promote and administer the Big Lake EDA Revolving Loan Fund
6.	Participate in the Sherburne County Comprehensive Plan (repeal/replace) process
7.	Promote business friendly community
8.	Participate in Big Lake Chamber Community Fair, Big Lake High School Apprenticeship Program, and Big Lake Schools Career Fair

Conditions to be met for the possibility of a public partnership in redevelopment opportunities:

- Commercial component must be included in the concept
- Concept must increase the tax base
- Concept must promote an economic value





AGENDA ITEM
Big Lake Economic Development Authority

Prepared By: <i>Deb Wegeleben, BLEDA Assistant Treasurer</i>	Meeting Date: 10/9/2023	Item No. 6E
Item Description: <i>BLEDA Financial Report and List of Claims – September 2023</i>	Reviewed By: <i>Therese Haffner, BLEDA Executive Director</i>	
	Reviewed By: <i>Hanna Klimmek, City Administrator</i>	

ACTION REQUESTED

Motion to approve the BLEDA Financial Report and List of Claims for September 2023.

BACKGROUND/DISCUSSION

Attached are the BLEDA 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
September 30, 2023**

Assets	Balance	Comments
Cash	363,637.74	
Taxes Receivable - Delinquent	1,525.03	**adjustment each year end
Lease Receivable	110,389.10	Pizza Factory
*** Land Held for Resale	<u>61,620.68</u>	
Total Assets	<u><u>537,172.55</u></u>	
Liabilities and Fund Balance		
Deferred Revenue	1,525.03	Delinquent Taxes
Deferred Inflows - Lease receivables	110,389.10	Pizza Factory lease
Unspendable Fund Balance	61,620.68	Land Held for resale
Designated Fund Balance	315,931.78	Revolving Loan Fund/Development Projects
Undesignated Fund Balance	47,582.96	
Total Liabilities & Fund Balance	<u><u>537,172.55</u></u>	
-		
*** Land Held for Resale		
420 Putman (2018)	10,874.65	PID # 65-403-0430
421 Foley (2022)	50,746.03	PID #65-408-0230,310,320
West End of Plaza (2006)	-	PID #65-584-0105
	<u>61,620.68</u>	



unaudited

**Big Lake Economic Development Authority
Statement of Operating Revenues and Expenditures
September 30, 2023**

75%

Revenues	YTD Actual 2023	Budget 2023	Remaining Budget	% of Budget Remaining	Comments
RE & PP Taxes - Current	67,034.83	128,700.00	61,665.17		Property Tax first payment was received in July -
RE & PP Taxes - Delinquent	708.66	400.00	(308.66)		
Lease/Rental Revenue	11,000.00	-	(11,000.00)		YE entries will be done for lease receivable/def inflow
Lease Interest Revenue	-	-	-		YE entires will be done to record interest for lease
Interest Earned	11,358.41	800.00	(10,558.41)		
Sub Total Operating Revenues	90,101.90	129,900.00	39,798.10	31%	
Total Revenues	90,101.90	129,900.00	39,798.10		69%
Expenditures					
Wages & Fringe	29,248.24	40,086.00	10,837.76		Community Development Director - 25%
Audit	604.35	500.00	(104.35)		
Engineering	910.00	500.00	(410.00)		
Legal	9,302.22	2,000.00	(7,302.22)		O&E TITLE WORK
Consultants	16,099.99	2,000.00	(14,099.99)		Old School Building - Phase I,II and TIF Analysis
Real Estate Taxes	2,758.00	-	(2,758.00)		421 Foley
Website	250.00	250.00	-		
Recording Fees	2,878.50	150.00	(2,728.50)		Land Sales
Other Operating Expenses	34.96	50.00	15.04		
Advertising	1,323.00	1,100.00	(223.00)		
Postage	-	25.00	25.00		
Contractors hired	-	500.00	500.00		For land owned - upkeep
Sanitation/Garbage Removal	1,725.00	-	(1,725.00)		
Training/Schools	1,408.65	1,000.00	(408.65)		Community Development Director - Conferences
Travel & Mileage	73.23	-	(73.23)		
Meals	-	-	-		
Repair/Maintenance Bldg Held	1,520.04	-	(1,520.04)		
Electricity	3,492.71	-			Old School Building
Natural Gass	580.06	-			Old School Building
Water/Sewer Bills	2,285.37	-	(2,285.37)		421 Foley
Marketing	3,750.00	50,000.00	46,250.00		
Snow Removal	-	500.00	500.00		
Total Operating Expenditures	78,244.32	98,661.00	24,489.45	25%	
Other Expenditures:					
Property Acq -	375,000.00	-	(375,000.00)		Old School Building 65-477-0115 - moved at YE
Loss on Land Held for Resale	26,250.00	-	(26,250.00)		Sale of property to Blackbird group
Transfers - Fund 141 IPL	46,362.00	45,406.00	(956.00)		Transfer to Industrial Park Fund prior year assessments
Total Other Expenditures	447,612.00	45,406.00	(402,206.00)		
Total Expenditures	525,856.32	144,067.00	(377,716.55)		365%
Operating Revenues less Expenditures	(435,754.42)	(14,167.00)	417,514.65		
Interfund Loan Principal Payment	-	-	-		
Projected Fund Balance Inc/(Decr)	11,857.58	31,239.00			
Projected Cash balance Inc/(Decr)	(435,754.42)				



September 30, 2023

Big Lake Economic Development Authority

Designated Fund Balance

2022 Future Development Projects	215,931.78
2021 Revolving Loan Fund Established	<u>100,000.00</u>
	315,931.78

Unreserve Fund Balance

	<u>47,582.96</u>
Total Fund Bal	<u><u>363,514.74</u></u>

Reconciliation

GL		
DEFERRED REVENUE - DELQ PROPERTY TAX RECEIVABLE	1,525.03	
UNRESERVED FUND BALANCE	<u>46,057.93</u>	
TOTAL OF UNRESERVE FUND BALANCE	<u>47,582.96</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>
	-

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance			
			08/31/2023 (08/23) Balance	275-000-00-05-4002			20,077.10			
09/13/2023	PC	31	PAYROLL TRANS FOR 9/9/2023 PAY PERIOD		1,197.42					
09/27/2023	PC	87	PAYROLL TRANS FOR 9/23/2023 PAY PERIO		1,197.42					
YTD Encumbrance		.00	YTD Actual	22,471.94	Total	22,471.94	YTD Budget	31,140.00	Unexpended	8,668.06
			08/31/2023 (08/23) Balance	275-000-00-05-4008			3,084.17			
09/13/2023	PB	58	PAYROLL TRANS FOR 9/9/2023 PAY PERIOD		342.69					
YTD Encumbrance		.00	YTD Actual	3,426.86	Total	3,426.86	YTD Budget	4,224.00	Unexpended	797.14
			08/31/2023 (08/23) Balance	275-000-00-05-4010			1,486.62			
09/13/2023	PB	60	PAYROLL TRANS FOR 9/9/2023 PAY PERIOD		88.70					
09/27/2023	PB	130	PAYROLL TRANS FOR 9/23/2023 PAY PERIO		88.70					
YTD Encumbrance		.00	YTD Actual	1,664.02	Total	1,664.02	YTD Budget	2,385.00	Unexpended	720.98
			08/31/2023 (08/23) Balance	275-000-00-05-4012			1,505.80			
09/13/2023	PB	59	PAYROLL TRANS FOR 9/9/2023 PAY PERIOD		89.81					
09/27/2023	PB	129	PAYROLL TRANS FOR 9/23/2023 PAY PERIO		89.81					
YTD Encumbrance		.00	YTD Actual	1,685.42	Total	1,685.42	YTD Budget	2,337.00	Unexpended	651.58
			08/31/2023 (08/23) Balance	275-000-00-20-4140			604.35			
YTD Encumbrance		.00	YTD Actual	604.35	Total	604.35	YTD Budget	500.00	Unexpended	(104.35)
			08/31/2023 (08/23) Balance	275-000-00-20-4150			910.00			
YTD Encumbrance		.00	YTD Actual	910.00	Total	910.00	YTD Budget	500.00	Unexpended	(410.00)
			08/31/2023 (08/23) Balance	275-000-00-20-4170			8,753.22			
09/12/2023	AP	192	CAMPBELL KNUTSON PROFESSIONAL **Inv. No: AUG 2023 STATEMENT **Desc: BLEDA BLACKBIRD GROUP AMENDMENTR **Inv. Date: 9/12/2023		130.00					
09/12/2023	AP	200	CAMPBELL KNUTSON PROFESSIONAL **Inv. No: JULY 2023 STATEMENT **Desc: BLEDA LEGAL JULY **Inv. Date: 9/12/2023		48.00					
09/12/2023	AP	201	CAMPBELL KNUTSON PROFESSIONAL **Inv. No: JULY 2023 STATEMENT **Desc: BLEDA BLACKBIRD GROUP AMENDMENT **Inv. Date: 9/12/2023		371.00					
YTD Encumbrance		.00	YTD Actual	9,302.22	Total	9,302.22	YTD Budget	2,000.00	Unexpended	(7,302.22)
			08/31/2023 (08/23) Balance	275-000-00-20-4180			14,178.99			
09/19/2023	AP	597	BRAUN INTERTEC CORPORATION **Inv. No: B358298 **Desc: HAZARDOUS BUILDING INSPECTIONS-OLD SCHOOL BULDG **Inv. Date: 9/19/2023		1,921.00					
YTD Encumbrance		.00	YTD Actual	16,099.99	Total	16,099.99	YTD Budget	2,000.00	Unexpended	(14,099.99)

Date	Journal	Reference Number	Payee or Description			Account Number	Debit Amount	Credit Amount	Balance
Real Estate Taxes			08/31/2023 (08/23) Balance			275-000-00-25-4120			2,758.00
YTD Encumbrance	.00	YTD Actual	2,758.00	Total	2,758.00	YTD Budget	.00 Unexpended	(2,758.00)	
Website			08/31/2023 (08/23) Balance			275-000-00-25-4134			250.00
YTD Encumbrance	.00	YTD Actual	250.00	Total	250.00	YTD Budget	250.00 Unexpended	.00	
Recording Fees/Settlement chgs			08/31/2023 (08/23) Balance			275-000-00-25-4209			2,878.50
YTD Encumbrance	.00	YTD Actual	2,878.50	Total	2,878.50	YTD Budget	150.00 Unexpended	(2,728.50)	
Other Operations Expenses			08/31/2023 (08/23) Balance			275-000-00-25-4212			34.96
YTD Encumbrance	.00	YTD Actual	34.96	Total	34.96	YTD Budget	50.00 Unexpended	15.04	
Advertising			08/31/2023 (08/23) Balance			275-000-00-25-4220			1,200.00
09/23/2023	AP	920	PATRIOT NEWS MN				123.00		
			**Inv. No: 009970 **Desc: ADVERTISEMENT FOR BLEDA OPENING **Inv. Date: 9/23/2023						
YTD Encumbrance	.00	YTD Actual	1,323.00	Total	1,323.00	YTD Budget	1,100.00 Unexpended	(223.00)	
Sanitation/Garbage Removal			08/31/2023 (08/23) Balance			275-000-00-25-4225			1,725.00
YTD Encumbrance	.00	YTD Actual	1,725.00	Total	1,725.00	YTD Budget	.00 Unexpended	(1,725.00)	
Training/Schools			08/31/2023 (08/23) Balance			275-000-00-25-4238			1,408.65
YTD Encumbrance	.00	YTD Actual	1,408.65	Total	1,408.65	YTD Budget	1,000.00 Unexpended	(408.65)	
Travel/Mileage			08/31/2023 (08/23) Balance			275-000-00-25-4240			73.23
YTD Encumbrance	.00	YTD Actual	73.23	Total	73.23	YTD Budget	.00 Unexpended	(73.23)	
Repair/Maintenance Bldg held			08/31/2023 (08/23) Balance			275-000-00-25-4540			1,489.29
09/12/2023	AP	275	US BANK (E-CHECKS)				30.75		
			**Inv. No: 09/12/2023 **Desc: FOLEY ROOF **Inv. Date: 9/12/2023						
YTD Encumbrance	.00	YTD Actual	1,520.04	Total	1,520.04	YTD Budget	.00 Unexpended	(1,520.04)	
Electricity			08/31/2023 (08/23) Balance			275-000-00-25-4570			2,723.23
09/19/2023	AP	507	XCEL ENERGY				769.48		
			**Inv. No: 51-0014442647-4 AUG **Desc: BLEDA OLD SCHOOL BLDG **Inv. Date: 9/19/2023						
YTD Encumbrance	.00	YTD Actual	3,492.71	Total	3,492.71	YTD Budget	.00 Unexpended	(3,492.71)	
Natural Gas			08/31/2023 (08/23) Balance			275-000-00-25-4580			523.14
08/31/2023	AP	168	CENTERPOINT ENERGY-HOUSTON, TX				20.41		
			**Inv. No: 6122739-3 AUGUST 2023 **Desc: 6403210926-2 OLD SCHOOL **Inv. Date: 8/31/2023						

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
08/31/2023	AP	169	CENTERPOINT ENERGY-HOUSTON, TX **Inv. No: 6122739-3 AUGUST 2023 **Desc: 6403211341-3 OLD SCHOOL **Inv. Date: 8/31/2023		36.51		
YTD Encumbrance		.00 YTD Actual	580.06 Total	580.06 YTD Budget	.00 Unexpended	(580.06)	
Water/Sewer Utilities			08/31/2023 (08/23) Balance	275-000-00-25-4590			1,832.53
09/26/2023	AP	760	CITY OF BIG LAKE **Inv. No: 09/25/2023 **Desc: 160 LAKE ST N OLD SCHOOL **Inv. Date: 9/26/2023		380.81		
09/26/2023	AP	761	CITY OF BIG LAKE **Inv. No: 09/25/2023 **Desc: 421 FOLEY **Inv. Date: 9/26/2023		72.03		
YTD Encumbrance		.00 YTD Actual	2,285.37 Total	2,285.37 YTD Budget	.00 Unexpended	(2,285.37)	
Acquisition			08/31/2023 (08/23) Balance	275-000-00-25-4615			375,000.00
YTD Encumbrance		.00 YTD Actual	375,000.00 Total	375,000.00 YTD Budget	.00 Unexpended	(375,000.00)	
Marketing -Communications			08/31/2023 (08/23) Balance	275-000-00-26-4222			3,750.00
YTD Encumbrance		.00 YTD Actual	3,750.00 Total	3,750.00 YTD Budget	50,000.00 Unexpended	46,250.00	
Loss on Sale of Assets			08/31/2023 (08/23) Balance	275-000-00-70-4425			26,250.00
YTD Encumbrance		.00 YTD Actual	26,250.00 Total	26,250.00 YTD Budget	.00 Unexpended	(26,250.00)	
Transfers Out			08/31/2023 (08/23) Balance	275-000-00-71-4612			46,362.00
YTD Encumbrance		.00 YTD Actual	46,362.00 Total	46,362.00 YTD Budget	45,406.00 Unexpended	(956.00)	

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
			08/31/2023 (08/23) Balance	275-000-3101			67,034.83-
		.00 YTD Actual	-67,034.83 Total	-67,034.83 YTD Budget	-128,700.00 Unearned	61,665.17	
			08/31/2023 (08/23) Balance	275-000-3102			708.66-
		.00 YTD Actual	-708.66 Total	-708.66 YTD Budget	-400.00 Unearned	(308.66)	
			08/31/2023 (08/23) Balance	275-000-3940			9,000.00-
09/01/2023	CR	1007392	PIZZA FACTORY RENT 9-1-23 - Description: PIZZA FACTORY RENT 9-1-23 -			2,000.00-	
		.00 YTD Actual	-11,000.00 Total	-11,000.00 YTD Budget	.00 Unearned	(11,000.00)	
			08/31/2023 (08/23) Balance	275-000-3999			11,358.41-
		.00 YTD Actual	-11,358.41 Total	-11,358.41 YTD Budget	-800.00 Unearned	(10,558.41)	



6F

Community Development Department Update

- **Mega Storage USA** (17601 198th Ave NW) – Construction of the storage garages has begun.
- **Beautiful You Dermatology** (310 Lake St S): A ribbon cutting ceremony was held on September 26 for the new dermatology clinic which is now open. The building is undergoing renovation to house multiple clinicians.
- **Jerry of Elk River** (16575 197th Ave NW Big Lake) – A new indoor antique & collector vehicle dealership is now complete.
- **Nord Excavation** (16580 197th Avenue NW): Construction is under way for Nord Excavation's new building.
- **Dollar General** (former A & W site, west of Lakeside Park): An application for site plan approval for a new store is currently under review.
- **Golenrod Glen Senior Apartments** (east of Station Street and south of NorthStar Station) Construction is planned to start this fall for a new 74-unit affordable senior apartment complex.
- **Annual Committee Workshop** (BLEDA, Planning Commission, and Park Advisory Committee) is scheduled for **Tuesday, December 5th at 5pm**. Committee Chairs will present a year end update.
- Marketing:
 - **Big Lake Schools Youth Apprenticeship & Career Fair:** Community Development/EDA Executive Director Therese Haffner, City Engineer Layne Otteson, and the Police Department participated in the fair on September 21st.
 - **Manufacturing Month:** The City Council has proclaimed October 2023 Manufacturing Month in Big Lake. This will be marketed on the City's Facebook page, and City Newsletter. Additionally, staff is working with Gloria Vande Brake,

Executive Director of Big Lake Chamber of Commerce & Industry on setting up a tour(s) with local manufacturers.

- **MnCar Expo:** Community Development Director Therese Haffner, and Recreation and Communication Coordinator Corrie Scott will have a booth at the MnCar Commercial Real Estate Expo on October 25th at the Depot in Minneapolis. 600 + real estate professionals attend the event.
- **Display Banners & Brochure:** Two new display banners have been developed and ordered. This will be used at the MnCar Expo. A brochure is currently being developed.
- **Promotional Videos:** Staff is working with the cable commission to create and update promotional videos for the farmers market, movie in the park, and to market the city at events such as MNCAR or the Community Fair.
- Communication and Programming:
 - **Farmers Market:** The 2023 summer season ended September 27, 2023. Planning for the 2024 summer season will begin over the winter months.
 - **Winter Farmers Market:** The winter market will take place on the third Saturday of the month from November to April from 10 a.m. to 1 p.m. at City Hall. Free pictures with Santa will be on December 16th and the March market will take place at the High School from 10 a.m. – 2 p.m. in conjunction with the Chamber Community Fair.
 - **Movie in the Park:** The second movie took place on Friday, September 15 featuring Encanto. The weather was beautiful and we had record breaking attendance with about 65 vehicles and over 230 individuals attending.