



AGENDA
BIG LAKE ECONOMIC DEVELOPMENT AUTHORITY MEETING
COUNCIL CHAMBERS

NOVEMBER 13, 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 OCTOBER 9, 2023**
- 6) BLEDA BUSINESS ITEMS**
 - 6A. Old School/City Hall Redevelopment Project
 - 6B. Blackbird Laundry CO. LLC – Building Construction Extension
 - 6C. Commissioner Heidemann Term Expiration – Authorization to Advertise Position
 - 6D. 2024 BLEDA Meeting Schedule – November 11, 2024
 - 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: 11/13/2023	Item No. 5A
Item Description: <i>October 9, 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 October 9, 2023 Big Lake Economic Development Authority (BLEDA) Regular Meeting Minutes as presented.

BACKGROUND/DISCUSSION

The October 9, 2023 BLEDA Regular Meeting Minutes are attached for review.

ATTACHMENTS

10-09-23 BLEDA Regular Meeting Minutes

**BIG LAKE ECONOMIC DEVELOPMENT AUTHORITY
MEETING MINUTES**

MONDAY, OCTOBER 9, 2023

1. CALL TO ORDER

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

4. ADOPT AGENDA

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

5. APPROVE BLEDA MEETING MINUTES OF SEPTEMBER 11, 2023

Commissioner Dickinson motioned to approve the September 11, 2023 BLEDA minutes. Seconded by Commissioner Clarksean, unanimous ayes, motion carried.

6. BLEDA BUSINESS ITEMS

6A. 2023 COMMITTEE WORKSHOP

Haffner reviewed that the 2023 Annual Joint Committee Workshop is being proposed for Tuesday, December 5, 2023 at 5 p.m. at Style Catering. She stated that Committee Chairs are asked to provide an update on projects they have worked on this past year as well as identifying goals for 2024. Dickinson stated that he will not be in attendance.

Commissioner Dickinson motioned 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. Seconded by Commissioner Knier, unanimous ayes, motion carried.

6B. COMMISSIONER HEIDEMANN TERM EXPIRATION – AUTHORIZATION TO ADVERTISE POSITION

Haffner reviewed that BLEDA Commissioner, Alan Heidemann, currently occupies SEAT D on the BLEDA, which is set to expire on December 31, 2023. She asked the BLEDA to consider authorizing for staff to begin advertising the position so it can be filled in a timely manner once the current term expires.

Dickinson asked if Heidemann’s position needs to be advertised as he is the Planning Commission Liaison. Scott confirmed that Heidemann’s position is appointed by the Planning Commission. Haffner stated that in this case a motion is not needed and Planning will make the appointment at an upcoming meeting.

6C. 2024 BLEDA MEETING SCHEDULE

Haffner reviewed the proposed 2024 BLEDA meeting schedule and asked the BLEDA to review and formally adopt.

Commissioner Noding motioned to approve the proposed 2024 BLEDA meeting schedule. Seconded by Commissioner Dickinson, unanimous ayes, motion carried.

6D. BLEDA STRATEGIC PLAN

Haffner reviewed the 2021-2023 Strategic Plan and asked the BLEDA to discuss and recommend revisions as needed. Haffner shared that she would revise the date to include the next three years. Geroux asked if there have been any recommendations by the BLEDA Strategic Plan subcommittee. Haffner stated that the subcommittee met recently and their proposed changes have already been brought forward and approved by the BLEDA. Dickinson asked about the property on Fern and Martin. Wegeleben stated that it is a small piece of property near the dental clinic. Dickinson stated that it is an unbuildable piece of land.

6E. BLEDA BUDGET AND LIST OF CLAIMS

Noding asked if Pizza Factory is interested in moving into the Jerky Shop location. Haffner stated that those conversations have continued and there is some interest in moving locations.

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

6F. COMMUNITY DEVELOPMENT DEPARTMENT UPDATE

Scott reviewed the status of various projects regarding Recreation and Communication. Noding asked about the winter market being full with a waitlist. Scott stated that due to the limited space with the hallway being closed at City Hall, staff has had to reduce the number of vendors at each market causing a couple of returning vendors and all new vendors to end up on a waitlist. She did state that the Food Shelf is going to allow the market to use their space for pictures with Santa in December, which was a highly successful event that doubled customer attendance last year.

Dickinson asked if Goldenrod Glen is owned by Aeon. Haffner confirmed that it is and that they have been approved for a building permit. Noding asked if the Beautiful You Dermatology property owners are renting portions of their building. Haffner confirmed that they will have space for other clinicians to rent.

Dickinson stated that there generally are only windows on the front of Dollar Generals and he asked if anything can be done about that. Noding stated that they also tend to not include much for landscaping on their properties in other communities. She stated that because of the property location it would be nice to have landscaping that softens the building. Geroux asked if landscaping will increase the tax base or property value. Dickinson stated that due to the prominent location, it is important to set a standard for how the property landscapes.

7. OTHER

Knier asked about the Joint BLEDA/Council meeting. Haffner confirmed that it will take place on Wednesday, October 11, 2023. Knier stated that there may be some pushback from City Council at the meeting. Noding stated that some people were frustrated that the Parks Committee isn't moving faster on projects. Knier stated that he attended the last Parks meeting and the meeting went well and they are moving forward.

8. ADJOURN

Commissioner Knier motioned to adjourn the meeting at 6:15 p.m. Seconded by Commissioner Dickinson, unanimous ayes, meeting adjourned.



AGENDA ITEM

Big Lake Economic Development Authority

Prepared By: <i>Therese Haffner, BLEDA Executive Director</i>	Meeting Date: 11/13/2023	Item No. 6A
Item Description: <i>Old School/City Hall Redevelopment Project</i>	Reviewed By: <i>Hanna Klimmek, City Administrator</i>	
	Reviewed By: <i>Deb Wegeleben, Finance Director</i>	

ACTION REQUESTED

Discuss and provide input.

BACKGROUND/DISCUSSION

The old school building attached to city hall (160 Lake St. N) was purchased by the Big Lake Economic Development Authority (BLEDA) in April of 2023 after it had been on the market since 2020. A joint meeting between the City Council and BLEDA was held on October 11, 2023 to determine if both properties would be an entire redevelopment site as previously planned. Since the purchase, environmental site assessments, an ALTA Survey, and a TIF inspection report have been completed.

The City Council directed staff to bring back options for relocating City Hall. Staff is currently meeting with architectural firms to obtain quotes on a high-level space needs analysis and how that equates to an estimated total project budget. Staff is hoping to bring options for City Hall to the City Facility Committee (Mayor Knier & Council Member Halverson) sometime in the 1st quarter of 2024. Once the City Facility Committee is ready, the space needs analysis and recommendation will be brought forward to the City Council during a Workshop.

The proposed process to redevelop the site is as follows:

- Work with the City Facility Committee and City Council on the City Hall relocation project.
- Utilize Kansas State University’s Technical Assistance to Brownfields (TAB) program at no cost for the following:
 - Complete Community Engagement and Education
 - Strategic Planning and Redevelopment Visioning
 - Economic Feasibility and Market Analysis
- Prepare and Release Request for Proposal (RFP) to solicit development proposals.
- Apply to MN DEED for a Redevelopment Grant once there is an active development project.

FINANCIAL IMPACT

N/A

STAFF RECOMMENDATION

Discuss and provide input

ATTACHMENTS

N/A



AGENDA ITEM

Big Lake Economic Development Authority

Prepared By: <i>Therese Haffner, BLEDA Executive Director</i>	Meeting Date: 11/13/2023	Item No. 6B
Item Description: <i>Blackbird Laundry Co. LLC – Building Construction Extension</i>	Reviewed By: <i>Hanna Klimmek, City Administrator</i>	
	Reviewed By: <i>Deb Wegeleben, Finance Director</i>	

ACTION REQUESTED

Consider and approve extension of commencement of construction by June 5, 2024 and substantial completion date by October 31, 2024 for construction of the Blackbird Laundromat project.

BACKGROUND/DISCUSSION

On August 7, 2023 Blackbird Laundry CO. LLC (Options, Inc.) purchased the BLEDA owned property located at the southeast corner of Fern St. and Martin Ave on Lot 1 Block 1 Lake Shopping Center Third Addition (PID 65-554-0105) for the development of a two-story building with a laundromat on the main level and two apartments on the second floor. The project has received site plan approval.

The Contract for Private Development for the project includes construction to commence within 90 days of closing which occurred on November 5, 2023 and for substantial completion by August 31, 2024. The project has not started and with the winter season a request to extend the dates has been made.

FINANCIAL IMPACT

N/A

STAFF RECOMMENDATION

Motion to approve extension of commencement of construction by June 7, 2024 and substantial completion date by October 31, 2024 for construction of the Blackbird Laundromat project.

ATTACHMENTS



AGENDA ITEM

Big Lake Economic Development Authority

Prepared By: <i>Therese Haffner, BLEDA Executive Director</i>	Meeting Date: 11/13/2023	Item No. 6C
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 (Sam Hanson 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. 6D
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 reschedule November 11, 2024 meeting to November 18, 2024.

BACKGROUND/DISCUSSION

At the last BLEDA meeting on October 9, 2023, the 2024 BLEDA Meeting Schedule was approved. Staff later realized that the approved November 11, 2024 meeting, is Veterans Day and therefore, that meeting needs to be rescheduled.

FINANCIAL IMPACT

N/A

STAFF RECOMMENDATION

Motion to reschedule November 11, 2024 meeting to November 18, 2024.

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~~18, 2024

December 9, 2024



AGENDA ITEM

Big Lake Economic Development Authority

Prepared By: <i>Deb Wegeleben, BLEDA Assistant Treasurer</i>	Meeting Date: 11/13/2023	Item No. 6E
Item Description: <i>BLEDA Financial Report and List of Claims – October 2023</i>	Reviewed By: <i>Therese Haffner, BLEDA Executive Director</i>	
	Reviewed By: <i>Hanna Klimmek, City Administrator</i>	

ACTION REQUESTED

Approve the BLEDA Financial Report and List of Claims for October 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
October 31, 2023**

Assets	Balance	Comments
Cash	356,314.05	
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>529,848.86</u></u>	
 Liabilities and Fund Balance		
Accounts Payable	9,800.00	
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	30,582.27	
Total Liabilities & Fund Balance	<u><u>529,848.86</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)	<u>-</u>	PID #65-584-0105
	<u>61,620.68</u>	



unaudited

**Big Lake Economic Development Authority
Statement of Operating Revenues and Expenditures
October 31, 2023**

83%

	YTD Actual 2023	Budget 2023	Remaining Budget	% of Budget Remaining	Comments
Revenues					
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	13,000.00	-	(13,000.00)		YE entries will be done for lease receivable/def inflow
Lease Interest Revenue	-	-	-		YE entries will be done to record interest for lease
Interest Earned	13,564.34	800.00	(12,764.34)		
Sub Total Operating Revenues	94,307.83	129,900.00	35,592.17	27%	
Total Revenues	94,307.83	129,900.00	35,592.17		73%
Expenditures					
Wages & Fringe	32,393.13	40,086.00	7,692.87		Community Development Director - 25%
Audit	604.35	500.00	(104.35)		
Engineering	8,026.00	500.00	(7,526.00)		
Legal	9,302.22	2,000.00	(7,302.22)		O&E TITLE WORK
Consultants	25,899.99	2,000.00	(23,899.99)		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	1,449.00	1,100.00	(349.00)		
Postage	-	25.00	25.00		
Contractors hired	-	500.00	500.00		For land owned - upkeep
Sanitation/Garbage Removal	2,105.00	-	(2,105.00)		
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	1,133.64	-	(1,133.64)		
Electricity	4,070.15	-	-		Old School Building
Natural Gass	580.06	-	-		Old School Building
Water/Sewer Bills	2,734.06	-	(2,734.06)		421 Foley
Marketing	3,750.00	50,000.00	46,250.00		
Snow Removal	-	500.00	500.00		
Total Operating Expenditures	99,450.94	98,661.00	3,860.27	4%	
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	547,062.94	144,067.00	(398,345.73)		380%
Operating Revenues less Expenditures	(452,755.11)	(14,167.00)	433,937.90		
Interfund Loan Principal Payment	-	-	-		
Projected Fund Balance Inc/(Decr)	(5,143.11)	31,239.00			
Projected Cash balance Inc/(Decr)	(452,755.11)				



October 31, 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>30,582.27</u>
Total Fund Bal	<u><u>346,514.05</u></u>

Reconciliation

GL	
DEFERRED REVENUE - DELQ PROPERTY TAX RECEIVABLE	1,525.03
UNRESERVED FUND BALANCE	<u>29,057.24</u>
TOTAL OF UNRESERVE FUND BALANCE	<u>30,582.27</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
RE & PP Taxes-Current			09/30/2023 (09/23) Balance	275-000-3101			67,034.83-
YTD Encumbrance	.00	YTD Actual	-67,034.83 Total	-67,034.83 YTD Budget	-128,700.00 Unearned	61,665.17	
RE & PP Taxes-Delinquent			09/30/2023 (09/23) Balance	275-000-3102			708.66-
YTD Encumbrance	.00	YTD Actual	-708.66 Total	-708.66 YTD Budget	-400.00 Unearned	(308.66)	
Lease/Rental/CAM Income			09/30/2023 (09/23) Balance	275-000-3940			11,000.00-
10/02/2023	CR	1007533	PIZZA FACTORY RENT OCT 2023 - PIZZA FA Description: PIZZA FACTORY RENT OCT 2023 - PIZZA FACTORY			2,000.00-	
YTD Encumbrance	.00	YTD Actual	-13,000.00 Total	-13,000.00 YTD Budget	.00 Unearned	(13,000.00)	
Interest Earned			09/30/2023 (09/23) Balance	275-000-3999			12,447.53-
11/06/2023	JE	40	OCT INTEREST			353.57-	
11/06/2023	CRJE	15	OCT INTEREST			763.24-	
YTD Encumbrance	.00	YTD Actual	-13,564.34 Total	-13,564.34 YTD Budget	-800.00 Unearned	(12,764.34)	

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
Wages							
			09/30/2023 (09/23) Balance	275-000-00-05-4002			22,471.94
10/11/2023	PC	31	PAYROLL TRANS FOR 10/7/2023 PAY PERIO		1,197.42		
10/25/2023	PC	78	PAYROLL TRANS FOR 10/21/2023 PAY PERIO		1,197.42		
YTD Encumbrance		.00	YTD Actual	24,866.78 Total	24,866.78	YTD Budget	31,140.00 Unexpended 6,273.22
Insurance Benefits (er)							
			09/30/2023 (09/23) Balance	275-000-00-05-4008			3,426.86
10/11/2023	PB	58	PAYROLL TRANS FOR 10/7/2023 PAY PERIO		394.43		
YTD Encumbrance		.00	YTD Actual	3,821.29 Total	3,821.29	YTD Budget	4,224.00 Unexpended 402.71
F.I.C.A./Medicare (er)							
			09/30/2023 (09/23) Balance	275-000-00-05-4010			1,664.02
10/11/2023	PB	60	PAYROLL TRANS FOR 10/7/2023 PAY PERIO		88.00		
10/25/2023	PB	130	PAYROLL TRANS FOR 10/21/2023 PAY PERIO		88.00		
YTD Encumbrance		.00	YTD Actual	1,840.02 Total	1,840.02	YTD Budget	2,385.00 Unexpended 544.98
P.E.R.A. (er)							
			09/30/2023 (09/23) Balance	275-000-00-05-4012			1,685.42
10/11/2023	PB	59	PAYROLL TRANS FOR 10/7/2023 PAY PERIO		89.81		
10/25/2023	PB	129	PAYROLL TRANS FOR 10/21/2023 PAY PERIO		89.81		
YTD Encumbrance		.00	YTD Actual	1,865.04 Total	1,865.04	YTD Budget	2,337.00 Unexpended 471.96
Audit							
			09/30/2023 (09/23) 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)
Engineering							
			09/30/2023 (09/23) Balance	275-000-00-20-4150			910.00
10/12/2023	AP	396	BOLTON & MENK INC **Inv. No: 0320931 **Desc: BLEDA OLD SCHOOL BLDG ALTA SURVEY **Inv. Date: 10/12/2023		7,116.00		
YTD Encumbrance		.00	YTD Actual	8,026.00 Total	8,026.00	YTD Budget	500.00 Unexpended (7,526.00)
Legal							
			09/30/2023 (09/23) Balance	275-000-00-20-4170			9,302.22
YTD Encumbrance		.00	YTD Actual	9,302.22 Total	9,302.22	YTD Budget	2,000.00 Unexpended (7,302.22)
Other Consultants							
			09/30/2023 (09/23) Balance	275-000-00-20-4180			16,099.99
10/31/2023	AP	941	LHB INC **Inv. No: 230493.00-1 **Desc: OLD SCHOOL BUILDING TIF ANALYSIS **Inv. Date: 10/31/2023		9,800.00		
YTD Encumbrance		.00	YTD Actual	25,899.99 Total	25,899.99	YTD Budget	2,000.00 Unexpended (23,899.99)
Real Estate Taxes							
			09/30/2023 (09/23) 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							
			09/30/2023 (09/23) Balance	275-000-00-25-4134			250.00
YTD Encumbrance		.00	YTD Actual	250.00 Total	250.00	YTD Budget	250.00 Unexpended .00

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
Recording Fees/Settlement chgs			09/30/2023 (09/23) 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			09/30/2023 (09/23) 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			09/30/2023 (09/23) Balance	275-000-00-25-4220			1,323.00
10/25/2023	AP	874	PATRIOT NEWS MN **Inv. No: 010206 **Desc: ADVERTISEMENT FOR BLEDA OPENING **Inv. Date: 10/25/2023		126.00		
YTD Encumbrance	.00	YTD Actual	1,449.00 Total	1,449.00 YTD Budget	1,100.00 Unexpended	(349.00)	
Sanitation/Garbage Removal			09/30/2023 (09/23) Balance	275-000-00-25-4225			1,725.00
10/01/2023	AP	69	CURBSIDE WASTE **Inv. No: 170577 **Desc: OLD SCHOOL BLDG GARBAGE **Inv. Date: 10/1/2023		380.00		
YTD Encumbrance	.00	YTD Actual	2,105.00 Total	2,105.00 YTD Budget	.00 Unexpended	(2,105.00)	
Training/Schools			09/30/2023 (09/23) 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			09/30/2023 (09/23) 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			09/30/2023 (09/23) Balance	275-000-00-25-4540			1,520.04
10/17/2023	AR	160	Payment Applied - 101-AR - KNIFE RIVER CO			386.40-	
YTD Encumbrance	.00	YTD Actual	1,133.64 Total	1,133.64 YTD Budget	.00 Unexpended	(1,133.64)	
Electricity			09/30/2023 (09/23) Balance	275-000-00-25-4570			3,492.71
10/23/2023	AP	660	XCEL ENERGY **Inv. No: 51-0014442647-4 **Desc: BLEDA OLD SCHOOL BLDG **Inv. Date: 10/23/2023		577.44		
YTD Encumbrance	.00	YTD Actual	4,070.15 Total	4,070.15 YTD Budget	.00 Unexpended	(4,070.15)	
Natural Gas			09/30/2023 (09/23) Balance	275-000-00-25-4580			580.06
YTD Encumbrance	.00	YTD Actual	580.06 Total	580.06 YTD Budget	.00 Unexpended	(580.06)	
Water/Sewer Utilities			09/30/2023 (09/23) Balance	275-000-00-25-4590			2,285.37
10/25/2023	AP	849	CITY OF BIG LAKE **Inv. No: 10/25/2023 **Desc: 160 LAKE ST NO OLD SCHOOL **Inv. Date: 10/25/2023		334.17		
10/25/2023	AP	850	CITY OF BIG LAKE **Inv. No: 10/25/2023 **Desc: 421 FOLEY **Inv. Date: 10/25/2023		72.03		

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
10/25/2023	AP	868	CITY OF BIG LAKE **Inv. No: 10/25/2023 **Desc: FOLEY LAND **Inv. Date: 10/25/2023		42.49		
YTD Encumbrance		.00 YTD Actual	2,734.06 Total	2,734.06 YTD Budget	.00 Unexpended	(2,734.06)	
Acquisition			09/30/2023 (09/23) 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			09/30/2023 (09/23) 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			09/30/2023 (09/23) 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			09/30/2023 (09/23) 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)	



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Community Development Department Update

- **Building Permits:** In 2023, Community Development has issued 1,012 total permits; 26 Single-Family YTD through November 8. Total valuation added YTD is at \$50,553,433.
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- **Big Lake Car Condos Third Addition** – The Ground Breaking Event for the third phase of the luxury garages was held on October 21st.
- **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/winter for a new 74-unit affordable senior apartment complex.
- Next Planning Commission meeting is scheduled December 6th and will feature the following agenda items:
 - Parkwood Knolls Residential Subdivision Concept Plan Review
 - 2023 Year in Review
 - Strategic Plan Review
- **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.
- **October's Manufacturing Month** – A big thank you to Gloria Vande Brake with the Big Lake Chamber of Commerce and Industry for setting up the tour of LISI Medical on October 30th.
- **Marketing** -
 - **MnCar Expo:** Community Development Director Therese Haffner, and Recreation and Communication Coordinator, Corrie Scott, attended the annual MnCar Commercial Real Estate Expo on October 25th at the Depot in Minneapolis. 600 + real estate professionals attend the event.

- **Sherburne County Land Tour with Greater MSP:** The Greater MSP Partnership serves as a resource for businesses looking to relocate, invest, and grow in the Greater MSP region. On October 30th, Sherburne County Economic Development staff, and Economic Development staff from the cities of Big Lake, Elk River, Princeton, and St. Cloud participated in a land tour where we highlighted the industrial buildings and land that are available in Sherburne County. Greater MSP will be providing us with a final report based on the land tour.
- **Display Banners & Brochure:** Two new display banners were developed, along with a new brochure that were used at the MnCar Expo in October.
- **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 on the City's website and at events.
- **Programming - 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.
- **Training** – City Administrator Hanna Klimmek, Finance Director Deb Wegeleben, and Community Development Director Therese Haffner attended the MN Department of Employment and Economic Development (DEED) Brownfields Redevelopment Conference in October where we learned about redevelopment resources, including services for completing a marketing analysis and public engagement and grants for redevelopment projects.