

## **Big Lake Public Safety Facility**

### **Detailed Timeline of Events**

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

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

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

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

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

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

**November 9, 2020** - BLEDA Strategic Plan Discussion

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

**July 12, 2021** – BLEDA Strategic Plan Quarterly Report

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**Next Steps** – City Council will Consider Approval of the Lease-Revenue Bonds, Lease Agreement, CMAR Contract, and approval of a Resolution that asks the Great River Regional Public Library Board to begin an assessment of their needs on January 21, 2026.