



BELLE PLAINE ECONOMIC DEVELOPMENT AUTHORITY  
NOTICE OF REGULAR MEETING AND AGENDA  
CITY HALL, 218 NORTH MERIDIAN STREET  
PLEASE USE THE NORTH ENTRANCE

MONDAY, JANUARY 11, 2016  
5:00 P.M.

5:00  
P.M.

1. CALL TO ORDER. 1.1. Roll Call.

OATH OF OFFICE.  
Henry Pressley, Jr.

2. APPROVAL OF AGENDA.

3. APPROVAL OF MINUTES.

3.1. Regular Session Minutes of December 14, 2015.

4. TREASURERS REPORT.

4.1. Approval of Bills.

5. BUSINESS.

5.1. Financial Incentives Update.

5.2. Ryan Neisen d.b.a. Neisen's Corner Bar: Façade Improvement Loan Request

5.3. Grant Application: Scott County CDA

6. ADMINISTRATIVE REPORTS.

6.1. Commissioner Comments.

6.2. Director's Update.

6.3. Upcoming Meetings.

Next Regular Session, 5:00 pm, Monday, February 8, 2016.

7. ADJOURNMENT.

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## 8. WORK SESSION: 2016 GOALS

8.1. 2016 Goals by Task Area: Organizational development, market development, infrastructure development, and business development.

**BELLE PLAINE ECONOMIC DEVELOPMENT AUTHORITY  
REGULAR SESSION  
DECEMBER 14, 2015**

**1. CALL TO ORDER. 1.1. Roll Call.**

The Belle Plaine Economic Development Authority met in Regular Session at 5:00 p.m. on Monday, December 14, 2015 at City Hall, 218 North Meridian Street, Belle Plaine, MN. President Rick Krant called the meeting to order with Commissioners Cary Coop, Nathan Shutes and Dick Coleman present. Commissioners Crystal Doyle, Henry Pressley, Jr., and Lisa Fahey were not present. Also present was Community Development Director Cynthia Smith Strack.

**2. APPROVAL OF AGENDA.**

MOTION by Commissioner Coleman, second by Commissioner Coop, to approve the agenda as presented. ALL VOTED AYE. MOTION CARRIED.

**3. APPROVAL OF MINUTES. 3.1. Regular Session Minutes of November 9, 2015.**

MOTION by Commissioner Coop, second by Commissioner Coleman, to approve the Regular Session Minutes of November 9, 2015 as presented. ALL VOTED AYE. MOTION CARRIED.

**4. TREASURERS REPORT.**

**4.1. Approval of Bills.**

MOTION by Commissioner Coleman, second by Commissioner Shutes, to approve the payment of bills as presented. ALL VOTED AYE. MOTION CARRIED.

**5. BUSINESS.**

**5.1. Financial Incentives Update.**

Community Development Director Smith Strack provided information on outstanding loans. Six Façade Improvement Loan applications have been approved this year for an aggregate YTD loan total of \$9,000. Year to date expenditures under this program are currently \$6,000.00. The current balance of Fund 800, Revolving Loan Fund, is \$149,149.87. The current outstanding principal is \$175,674.04 with outstanding interest of \$13,659.48. All loans are current.

**6. ADMINISTRATIVE REPORTS.**

**6.1. Commissioner Comments.**

In reference to the Enterprise Drive Overpass that is currently under construction, Commissioner Coop recommended the EDA focus on expanding commercial development in this area. He also suggested that the EDA review the traffic flow on the new Overpass and remove any planned stop signs in order to maintain free-flowing traffic. Commissioner Coop believes the EDA is under-utilized, and that the EDA has been only an observer of the recent commercial development, such as Coborns and Ridgeview Medical Center. Commissioner Coleman concurred, stating the EDA receives information after Council action on matters. Commissioner Shutes supported Commissioner Coop's comments and further suggested delving into calculations as to anticipated property tax revenue in comparison to the amount of money expended for City projects slated to spur development. He also said that it could be the EDA's mission to turn the City Council's wish into a goal. Commissioner Krant suggested a joint session with the City Council to discuss views on how to increase economic development.

**6.2. Director's Update.**

The Commissioners reviewed the Community Development Director's Update.

**6.3. Upcoming Meetings.**

**1. Next Regular Session, 5:00 pm, Monday, January 11, 2016.**

The Commissioners were reminded of the next meeting as listed.

**7. ADJOURNMENT.**

MOTION by Commissioner Coop, second by Commissioner Shutes, to adjourn the Regular Session of the EDA at 5:39 p.m. ALL VOTED AYE. MOTION CARRIED.

Respectfully submitted,

Patricia Krings  
Recording Secretary

**BELLE PLAINE ECONOMIC DEVELOPMENT AUTHORITY  
WORK SESSION – ORGANIZATIONAL HEALTH  
DECEMBER 14, 2015**

The Belle Plaine Economic Development Authority met in Work Session at 5:31 p.m. on Monday, December 14, 2015 at City Hall, 218 North Meridian Street, Belle Plaine, MN. Present were President Rick Krant and Commissioners Cary Coop, Nathan Shutes and Dick Coleman. Commissioners Crystal Doyle, Henry Pressley, Jr., and Lisa Fahey were not present. Also present was Community Development Director Cynthia Smith Strack.

Community Development Director Smith Strack explained that an EDA organizational health check-up was conducted at the November meeting. Several topics were examined and there was broad discussion about what the EDA has done in the past, when the organization has been most effective, and what members are willing to do to make sure the EDA is effective. Full itemizations of the results of the discussion are included in the November 9, 2015 minutes. It is apparent the EDA has a talented group of a welcomed variety of backgrounds. Community Development Director Smith Strack facilitated discussion on 1) Definition of economic development and the EDA's role as economic developers, 2) Proposed work areas: a mechanism to manage resource allocation, 3) 2012 EDA Goals/Work Plan review, and 4) Characteristics of effective organizations.

Community Development Director Smith Strack presented a primer on the EDA. She defined economic development as the creation of wealth. Wealth can be created by sources internal or external to the community. She noted economic development didn't respect geographic or political boundaries. She stated increasing rooftops and jobs increases community wealth. She opined retail and service businesses follow the increased rooftops, jobs, and visitors such as tourists and persons using highways. She noted while retail is keenly dependent on supply/demand industrial development is all about location. She stated that for successful investors any decision comes down to dollars and sense.

Strack explained the EDA's role was multifaceted. The EDA should work to remove impediments to economic growth. It should create an atmosphere conducive to growth and work to close funding gaps. EDA members also needed to champion projects through the development process. She explained that 70-80% of economic development is generated from existing businesses so taking care of existing businesses was of very high importance. She opined the more everyone networks and exchanges information the more successful the EDA would be. She noted EDA members would need to be patient and realistic.

Strack reviewed proposed work areas: organization development, market development, business development, and infrastructure development. She asked for input what percent of resources should be devoted to each and shared her typical breakout of resources.

The EDA reviewed the status of 2012 work plan/goals and discussed several projects and the volume of shovel ready properties.

Strack reviewed characteristics of successful organizations including: identifying individual members' strengths and weaknesses; setting clear goals of which all are aware; allowing for healthy feedback; following an accepted decision-making process; remaining innovative and learning from successes and mistakes; committing to continual learning; and staying focused on the mission to create wealth.

Commissioner Shutes requested Community Development Director Smith Strack email the PowerPoint presentation to the Commissioners. He commented that it is important to have an understanding of the strengths of each Commissioner. Commissioner Coleman wondered whether the monthly time allotted for the EDA meeting is adequate. Commissioner Krant suggested a work session to hammer out ideas and believes it would provide a productive environment. The Commissioners discussed the meeting structure and recommended spending approximately ten minutes on business items and the remaining time in a work session. Community Development Director Smith Strack requested ideas for the work session in January.

MOTION by Commissioner Coop, second by Commissioner Coleman, to adjourn the Work Session of the EDA at 6:22 p.m. ALL VOTED AYE. MOTION CARRIED.

Respectfully submitted,

Patricia Krings  
Recording Secretary



## MEMORANDUM

DATE: January 7, 2016  
TO: EDA President Krant, EDA Board Members, and Administrator Kreft  
FROM: Cynthia Smith Strack, Community Development Director  
RE: Item 4.1 Approval of Bills

**REQUEST: Motion to Approve Payment of Claims**

### GENERAL INFORMATION

Attached are the Accounts Payable for the EDA fund (801) and EDA Revolving Loan Fund (800) for your review and approval.



**CITY OF BELLE PLAINE**  
**AP DEPARTMENT APPROVAL**  
 DECEMBER 2015

Act Code	Check Name	Amount	Comments
<b>FUND 800 EDA- REVOLVING LOAN</b>			
<b>DEPT 460500 DEVELOPMENT</b>			
800-460500-311000	KENNEDY & GRAVEN CHARTERED	\$424.25	EDA RLF - GORMAN
800-460500-407400	SECURITY CONTROL SYSTEMS	\$2,374.57	RLF- GORMAN LOAN DRAW; RES
800-460500-407400	TOMMY TRAXLER	\$1,500.00	EDA FAÇADE - 104 E MAIN ST;
800-460500-407400	DEPUTY REGISTRAR	\$48.00	LIEN ON VEHICLE- GORMAN
800-460500-407400	LARKIN ELECTRIC, INC	\$100.00	FAÇADE GRANT- CARCO
		<u>\$4,446.82</u>	
<b>FUND 800 EDA- REVOLVING LOAN</b>			
		\$4,446.82	
<b>FUND 801 ECONOMIC DEVELOPMENT AUTHORITY</b>			
<b>DEPT 460500 DEVELOPMENT</b>			
801-460500-108000	LISA FAHEY	\$80.00	2015 4TH QTR PER DIEM - EDA
801-460500-108000	NATHAN R. SHUTES	\$120.00	2015 4TH QTR PER DIEM - EDA
801-460500-108000	DICK COLEMAN	\$120.00	2015 4TH QTR PER DIEM - EDA
801-460500-108000	RICK KRANT	\$120.00	2015 4TH QTR PER DIEM - EDA
801-460500-108000	CRYSTAL DOYLE	\$40.00	2015 4TH QTR PER DIEM - EDA
801-460500-201000	OFFICE DEPOT, INC	\$41.50	SUPPLIES - EDA
801-460500-202000	METRO SALES INCORPORATED	\$187.39	COPIER EXP - EDA
801-460500-304000	KENNEDY & GRAVEN CHARTERED	\$67.00	LEGAL - EDA LEGAL
801-460500-321000	FRONTIER COMMUNICATIONS	\$112.14	PHONE - EDA
801-460500-341000	BELLE PLAINE HERALD -	\$67.50	COMMISSION ADS - EDA
801-460500-384000	WASTE MANAGEMENT	\$26.28	REFUSE - EDA 11/15
801-460500-575000	SUMMIT IINFORMATION RESOURCES	\$83.75	COMPUTER NETWORK MAINT -
		<u>\$1,065.56</u>	
<b>FUND 801 ECONOMIC DEVELOPMENT AUTHORITY</b>			
		\$1,065.56	
<b>FUND 802 HOUSING/REDEVELOPE AUTHORITY</b>			
<b>DEPT 460500 DEVELOPMENT</b>			
802-460500-190000	EUGENE NOWAK	\$1,000.00	HRA- ENERGY EFFIC. GRANT
		<u>\$1,000.00</u>	
<b>FUND 802 HOUSING/REDEVELOPE AUTHORITY</b>			
		\$1,000.00	
		<u>\$400,185.98</u>	

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12-31-15

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## MEMORANDUM

DATE: December 9, 2015  
TO: EDA President Krant, EDA Board Members, and Administrator Kreft  
FROM: Cynthia Smith Strack, Community Development Director  
RE: Item 5.1 Financial Incentives Update

**REQUEST: Accept Financial Incentive Update**

### GENERAL INFORMATION

The EDA has historically examined existing outstanding loans at each EDA meeting. Following is information on outstanding loans in 2016 as of the date of this memo.

#### **Façade Improvement Loan**

Year to date expenditures under this program are currently at zero. One FILP loan approved in 2015 has not been paid out and one \$1,500 application is before the EDA for review this evening. Please note expense is debited in the year received versus the year the loan was issued.

#### **Revolving Loan Fund**

The current balance of Fund 800, Revolving Loan Fund, as of the date of this memo is \$142,889.25. The current outstanding principal is \$181,752.48 with outstanding interest of \$13,985.70. All loans are current.

**On our radar:** drawdown of RLF through Façade Improvement Loan Program.

#### **ACTION**

The aforementioned information is for your information with discussion on the loan review process occurring later in the meeting. Acknowledgement of the financial incentive update is kindly requested.



## MEMORANDUM

DATE:	January 7, 2016
TO:	EDA President Krant; EDA Members
FROM:	Cynthia Smith Strack, Community Development Director
RE:	Item 5.2 Façade Improvement Loan Request: Ryan Neisen; 101 Main Street East

**REQUEST: Consideration of a \$1,500 façade improvement grant request for property at 101 Main Street East as submitted by Ryan Neisen d.b.a. Neisen's Corner Bar**

### GENERAL INFORMATION

<b>Overview:</b>	Ryan Neisen proposes the relocation of an existing ingress/egress adjacent to Meridian Street South as part of an interior remodeling project at 101 Main Street East. The door will be moved approximately 10 to 15 feet south as illustrated in the attachment. A new door will be installed similar in appearance to the existing door. The existing awning and door will be removed. The opening created by moving the door will be restored with stucco. Initially the awning will be removed and not replaced. Project cost per attached bid estimate is \$3,200 (Carney Construction).
<b>Design Committee:</b>	The Design Committee has conditioned its approval of the project on an awning being placed over the relocated door in a timely fashion and restoration of the building opening with matching stucco.
<b>Applicant:</b>	Ryan Neisen
<b>Subject Property Address:</b>	101 Main Street East
<b>Zoning Class:</b>	B-3 Central Business District
<b>Meeting Representation:</b>	Ryan Neisen is expected to attend the EDA Meeting

### REPORT ATTACHMENTS

- Loan Application, including illustrations of proposed improvement and contractor estimate
- Draft Promissory Note
- Sample Resolution EDA 16-001 Approving/Denying the Loan Request

## EXAMINATION OF REQUEST

### Loan Program Purpose:

Provide capability and incentive for façade appearance upgrades thereby improving marketability and promoting redevelopment of properties within the City

### Eligibility Standards:

1. Applicants may be individual owners, partnerships, corporations, tenant operators, or contract for deed purchasers of property and buildings within the City but must provide all documentation of entity status.
2. The subject property must be a conforming or legal non-conforming use within the applicable zoning classification.
3. Funds must be used to improve the exterior appearance of buildings and properties within the City.
4. Maximum loan amount is \$1,500 per business per calendar year.
5. A 1:1 loan dollar value to Applicant match is required.

### Proposed Use:

Bar/restaurant

### Loan Repayment:

The loan is to be secured by a promissory note executed by the tenant and/or property owner. The note is due and payable to the Belle Plaine EDA one year following distribution, except if the business remains in business in the improved building for one year after loan issuance, the loan is forgiven by the BPEDA.

### Distribution of Funds:

A building permit must be secured prior to project initiation and distribution of funds. The Applicant must submit invoices applicable to the façade improvement to the office of the Community Development Director. The City will process a check directly to the vendor in an amount not to exceed \$1,500 or half of the invoiced amount, whichever is less.

## RECOMMENDATION

Consideration for approval centers on whether or not relocation of the door is a façade 'improvement'. The replacement door will be new as opposed to reuse of existing. The EDA has in the past approved door replacement. In addition the project is part of a larger investment in interior reorganization. If approval is contemplated, any such approval should be contingent upon Design Committee recommendation requiring awning replacement and covering of residual opening with stucco finish to match what is existing.

Approval of the loan contingent on the following is recommended:

1. Design Committee recommendations.
2. Issuance of a building permit.
3. Execution of a promissory note.

Resolution EDA 16-001 is attached for consideration.

## PROMISSORY NOTE

\$1,500.00

\_\_\_\_\_, 2016

Ryan Neisen, d.b.a. Neisen's Corner Bar, Inc., a Minnesota Corporation (the "Borrower" and the "Maker"), for value received, hereby promises to pay to the Belle Plaine Economic Development Authority, a public body corporate and politic under the laws of the State of Minnesota or its assigns (the "EDA," and any assigns are collectively referred to herein as the "Holder"), at its designated principal office or such other place as the Holder may designate in writing, the principal sum of One Thousand Five Hundred Dollars (\$1,500.00) or so much thereof as may be advanced under this Promissory Note (the "Note"), in any coin or currency that at the time or times of payment is legal tender for the payment of private debts in the United States of America. This Note evidences the obligation of the Borrower to repay a loan provided by the EDA (the "Loan") in the event the Loan is not forgiven in the manner described herein. The principal of this Note is payable in installments as described herein.

1. The Borrower requested the Loan in order to finance façade improvements consisting of exterior door relocation and replacement on a structure (the "Project") located at 101 Main Street East (the "Property") in the City of Belle Plaine, Minnesota (the "City"). The Board of the EDA approved the Loan at its meeting on January 11, 2016, and the City Council of the City approved the Loan at its meeting on January 19, 2016. The Loan is to be made from the EDA's Façade Improvement Loan Program in the amount of \$1,500.00 and will be considered a forgivable loan provided that the Borrower remains in business on the Property for at least one (1) year following the disbursement of the Loan or transfers ownership of the business to another entity that maintains the business in the improved building for at least one year following disbursement of the Loan. The obligation of the Borrower to repay the Loan in the event that any portion of the principal amount of the Loan is not forgiven will be evidenced by the Note.

2. If the Borrower does not remain in business on the Property for at least one year following the disbursement of the Loan, the Loan shall be due and payable within thirty (30) days of demand by the EDA.

3. The Borrower shall have the right to prepay the principal of this Note, in whole or in part, on any date.

4. It is agreed that time is of the essence of this Note. If the Borrower does not remain in business on the Property for at least one year following the disbursement of the Loan, the Holder of this Note may at its right and option, with thirty (30) days' notice, declare immediately due and payable the principal balance of this Note, together with reasonable attorneys' fees and expenses incurred by the Holder of this Note in collecting or enforcing payment hereof, whether by lawsuit or otherwise, and all other sums due hereunder or any instrument securing this Note. The Maker of this Note agrees that the Holder of this Note may, without notice to and without affecting the liability of the Maker, accept additional or substitute security for this Note, or release any security or any party liable for this Note or extend or renew this Note.

5. The remedies of the Holder of this Note as provided herein, or any other instrument securing this Note, shall be cumulative and concurrent and may be pursued singly, successively, or together, and, at the sole discretion of the Holder of this Note, may be exercised as often as occasion therefor shall occur; and the failure to exercise any such right or remedy shall in no event be construed as a waiver or release thereof.



Permit #160001

rneisen 93@hotmail.com  
952-594-9029  
(cell)

**FAÇADE IMPROVEMENT LOAN PROGRAM**  
**APPLICATION FOR FUNDS**  
Belle Plaine Economic Development Authority

**Company Information:**

Name of Business: Neisen's Corner Bar  
Current Address: 101 E Main St  
Telephone: 873 6810 E-mail \_\_\_\_\_  
Primary Contact Person: Ryan Neisen  
Title: owner  
Telephone: 873 6810  
Nature of Business: Bar.

**Form of Business Organization:**

- CD Purchaser
- Tenant Operator
- Other \_\_\_\_\_
- Sole Proprietorship
- Limited Partnership
- Partnership
- Corporation (Cooperative)

Number of Employees: Total: 4 Full-Time: 1 Part-Time: 3

Property Owner(s): Neisen Enterprises

Number of years in businesses in Belle Plaine: 1 yr 2 months

**Project Description:**

Briefly describe the nature of the project: Relocation of the side door down about 15 ft.

Approximate Amount Requested: 1500.00

Attach copies of all quotes/estimates for proposed work

Funds to be used for: Payment of the door construction  
of the door

Is the proposed building a conforming use or legal non-conforming use under the City of Belle Plaine's Zoning Ordinance?  Yes  No

What is the estimated completion date for the project?: January 1st

I have read, understand, and agree to comply with the Policy for the Façade Improvement Loan Program of the Belle Plaine Economic Development Authority and the City of Belle Plaine.

Ryan Neisen  
Applicant Signature

Ryan Neisen  
Applicant Name (printed)

Ryan Neisen  
Property Owner Signature

Ryan Neisen  
Property Owner Signature

12-8-13  
Date

For Office Use Only:	
Invoice submitted: _____	
Reviewed by: _____	
Approved: _____	Amount: _____
Denied: _____	



Image capture: Aug 2014 © 2016 Google

Belle Plaine, Minnesota  
Street View - Aug 2014

Carney Construction  
 25375 205th Ln  
 Belle Plaine Mn 56011

**PROPOSAL**

PROPOSAL NO.	N 1-15
SHEET NO.	1
DATE	1-4-15

PROPOSAL SUBMITTED TO:

WORK TO BE PERFORMED AT:

NAME Ryan Nelson Nelson's Corner Bar	ADDRESS 101 E Main St
ADDRESS 101 E Main St	CITY, STATE Belle Plaine Mn 56011
CITY, STATE Belle Plaine Mn 56011	DATE OF PLANS
PHONE NO.	ARCHITECT

We hereby propose to furnish the materials and perform the labor necessary for the completion of

Furnish & install New 3'0" x 7'0" Hollow metal insulated door & jamb with Push Pull Hardware, Door Bolt, Friction hold open closer, weatherstripping, Threshold, Sweep, & Kickplate (Right hand inswing) Door to be installed approximately 12 Feet South of existing door on West wall in previous opening, stucco to be repaired where new opening is cut, existing door on West wall to be removed, infilled & stucco repaired, awning to be moved from existing door to new Door

All material is guaranteed to be as specified, and the above work to be performed in accordance with the drawings and specifications submitted for above work and completed in a substantial workmanlike manner for the sum of:

Thirty Two Hundred Dollars (\$ 3200<sup>00</sup>)

with payments to be as follows Net on Completion

Any alteration or deviation from above specifications involving extra costs will be executed only upon written order, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents, or delays beyond our control.

Respectfully submitted Michael J. King

Per Carney Construction

Note - This proposal may be withdrawn by us if not accepted within 90 days.

**ACCEPTANCE OF PROPOSAL**

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payments will be made as outlined above.

SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_ SIGNATURE \_\_\_\_\_

**BELLE PLAINE ECONOMIC DEVELOPMENT AUTHORITY  
RESOLUTION NO. 16-001**

**RESOLUTION APPROVING TERMS OF A LOAN TO RYAN NEISEN FROM  
THE EDA'S FAÇADE IMPROVEMENT LOAN PROGRAM**

BE IT RESOLVED BY the Board of Commissioners (the "Board") of the Belle Plaine Economic Development Authority (the "Authority"), as follows:

1. Façade Improvement Loan Program. The City and the Belle Plaine Economic Development Authority (the "EDA") previously approved the EDA's Façade Improvement Loan Program, which is administered by the EDA.

2. Request for Loan. Mr. Ryan Neisen doing business as Neisen's Corner Bar, Inc., a Minnesota corporation, (the "Borrower"), has submitted an application form requesting financial assistance from the EDA in the amount of \$1,500.00 (the "Loan") in order to finance façade improvements consisting of replacement and relocation of an existing exterior entry a structure located at 101 Main Street East in the City of Belle Plaine (the "Property").

3. Proposed Terms of Loan. The Loan is to be made from the EDA's Façade Improvement Loan Program in the amount of \$1,500.00 and will be forgiven provided that the Borrower remains in business on the Property for at least one year following the disbursement of the Loan or transfers ownership of the business to another entity that maintains the business in the improved building for at least one year following disbursement of the Loan. The obligation of the Borrower to repay the Loan in the event that any portion of the principal amount of the Loan is not forgiven will be evidenced by a Promissory Note (the "Note") to be delivered by the Borrower.

4. Board Approval. The Board hereby approves the Loan proposed to be provided to the Borrower contingent on:

- a. Incorporation of Design Committee recommendations: an awning shall be placed over the new door opening in the near future and the wall section where the door is being removed shall be restored with stucco that matches what is existing.
- b. Issuance of a building permit prior to project initiation.
- c. Execution of a promissory note by the Applicant and the Property Owner.
- d. Submittal (to the office of the Community Development Director) of valid invoices from a licensed contractor relating to the door replacement/relocation project.

5. Promissory Note. The Board has had an opportunity to review the Note to be executed by the Borrower. The Board hereby approves the form of Note.

6. Effective Date. This resolution shall be effective as of the date hereof.

Approved by the Board of Commissioners of the Belle Plaine Economic Development Authority this 11<sup>th</sup> day of January, 2016.

BELLE PLAINE ECONOMIC  
DEVELOPMENT AUTHORITY

\_\_\_\_\_  
Rick Krant, EDA President

ATTEST

\_\_\_\_\_  
Cynthia Smith Strack, Community Development Director



## MEMORANDUM

DATE: January 7, 2016  
TO: EDA President Krant, EDA Board Members, and Administrator Kreft  
FROM: Cynthia Smith Strack, Community Development Director  
RE: Item 5.3: Scott County CDA Grant – 2016 Cycle

**REQUEST: Discussion of potential grant application topics for 2016 Scott County CDA program and recommended action.**

### GENERAL INFORMATION

The Scott County Community Development Agency (CDA) has \$340,000 in matching grant dollars available for the 2016 cycle. Completed applications are due by January 29, 2016.

Of the total grant dollars available \$250,000 has been set aside for the "Corridor Readiness Program" and \$90,000 for the "Technical Assistance Program". Additional information about each program is attached.

Corridor Readiness Program helps cities complete land use, transportation, and environmental studies and contracted planning services that are intended to maximize development and redevelopment and the investment of capital within specified corridors, including Highway 169. Corridor Readiness funds can't be used for: costs not included in the application, local administrative expenses (e.g. staff time/expenses), equipment, capital improvements, property acquisition and/or relocation expenses, or building demolition. A local match of \$1 for each \$2 of Corridor Readiness grant is required.

Technical Assistance Program provides funding for projects enhancing economic development activities with the goal of creating new jobs. This program can't be used to fund: local or regional marketing programs, creation of local business subsidy programs, completion of studies necessary to promote/enhance economic development opportunities, local business surveys, creation of development incentive programs, or projects that are consistent with the Unified Economic Development, Land Use, and Transportation Plan Charter goals and objectives and the work plan. A local match of \$1 is required for each \$1 of Technical Assistance Program grant.

Information on grant recipients and projects funded in 2014 and 2015 is attached.

In brainstorming projects staff has identified the following:

1. Corridor readiness: Preliminary report extension of north sanitary interceptor under Hwy 169 (Swedlund, Koll properties). Cost \$15,000. Report would detail existing conditions, proposed extension, preliminary cost estimate, property requirements, and a timeline.
2. Corridor readiness: Platting of property adjacent to Highway 169 (especially in areas adjacent to new overpass) to get larger sites closer to shovel ready status. Estimate \$10,000 per plat.
3. Technical assistance: Add a 'job spot' plug in to our website (estimate pending).
4. Technical assistance: Make website mobile-friendly; estimate \$1,750 (opt 1) or \$4,200 (opt 2).

I've reached out to program representatives regarding feedback on potential projects. A copy of the email is attached. I've also attached the program application.

# **Economic Development Incentive Grant Program Request for Proposals Guide and Application (2016)**

## **I. PURPOSE**

The Economic Development Incentive Grant Program (the “EDI Program”) was established in March of 2014 and is funded by the Scott County Community Development Agency (CDA). The goals of the EDI Program are to facilitate the creation of jobs, increase the tax base and improve the quality of life in Scott County through two specific strategies: Corridor Readiness and Technical Planning Assistance.

**Corridor Readiness.** This program is intended to assist communities in completing land use, transportation and environmental studies and contracted planning services that are intended to maximize development and/or redevelopment opportunities and the investment of capital within the top ten commercial corridors as established by the SCALE Transportation and Economic Development Committee.

**Technical Assistance.** This program is intended to provide funding for those projects that will enhance economic development activities with the goal of achieving new job creation in Scott County.

## **II. PROGRAM INFORMATION**

**Funding Available:** \$340,000 is available in 2016 for grants provided under the EDI Program. In 2016, \$250,000 in funding shall be set aside for the Corridor Readiness Program and \$90,000 shall be set aside for the Technical Assistance Program. The CDA reserves the right to modify the allocations to each program based on applications received.

**Eligible Applicants:** Eligible applicants for this program are Scott County and the seven incorporated cities within Scott County (Belle Plaine, Elko New Market, Jordan, New Prague, Prior Lake, Savage, and Shakopee). Applicants may apply annually for funding in each program category and may also be eligible to receive a grant award in each program category.

Applicants are not eligible to receive funding within either program category for more than two consecutive years. The cities of New Prague and Elko New Market each received Corridor Readiness grants in 2014 and 2015, therefore neither are eligible for Corridor Readiness grants in 2016. Additionally the city of Prior Lake received Technical Assistance grants in 2014 and 2015, therefore is not eligible for a Technical Assistance grant in 2016. The CDA reserves the right to modify the eligibility of any city based on applications received and the total funding requested.

**Application Instructions:** It is the applicant’s responsibility to be aware of the submission requirements needed to prepare a complete application in accordance with this guide. The application consists of the EDI Program application form and all required attachments. The application form will be available on under the “About Us” section on the First Stop Shop website: [www.scottfss.org](http://www.scottfss.org).

The applicant shall submit an electronic copy only of the application. The electronic application should be submitted to Stacy Crakes, First Stop Shop Business Development Director, at [scrakes@scottfss.org](mailto:scrakes@scottfss.org) and must be received **no later than 4:00 p.m. on Friday, January 29, 2016.**

Applications determined by the CDA to be incomplete or not legible will not be accepted and will be returned to the applicant. No applications, attachments or documentation will be accepted after the application due date unless requested by the CDA. Applications will not be accepted by facsimile. The CDA retains the right to reject in whole or in part any application for any reason.

Contact Stacy Crakes, (952) 496-8613 or [scrakes@scottfss.org](mailto:scrakes@scottfss.org) if you require assistance with submitting your application.

### **III. CORRIDOR READINESS GRANTS**

**Maximum Award per project:** \$125,000

**Local Match:** 1:2 (for every \$2 of grant award the applicant must provide \$1).

\* Local cash match of 1:2 is required and does not include in-kind staff time.

**Project Completion Date:** Project must be completed within one year of grant award.

**Distribution of Grant Funds:** Grant reimbursement requests must be accompanied by appropriate documentation including paid invoices for work completed. Twenty-five percent of the grant award shall be retained by the CDA and disbursed upon completion of final project report summarizing work completed and project outcomes. Waivers and extensions requested by the grantee will be considered on a case by case basis depending on the merits of the request.

**Program Description:** Corridor Readiness grant funding shall be used for those activities which will result in providing clarity and resolution to unknown environmental, development, transportation or related impact to existing systems (i.e. water, sewer, storm water, wetland, roadways). Eligible funding activities shall also include those directly related to a development/redevelopment project (e.g., market analysis, concept development, site design, infrastructure design, industrial park platting, geotechnical studies, zoning studies, engineering studies, and environmental studies) to be developed as part of an overall development or redevelopment plan.

**Eligible Activities Include (but are not limited to):**

1. Land Use Studies
2. Traffic Studies
3. Environmental Studies (EAW, AUAR, EIS)
4. Wetland Studies
5. Storm Water Analysis
6. Water and Sewer Studies
7. Geotechnical Reports
8. Industrial Park Platting
9. Infrastructure Design

**Ineligible Activities:** Corridor Readiness Grant funds cannot be used toward the following project activities:

1. Costs not included in the application
2. Local administration expenses or overhead, including time and application fees paid to the city
3. Equipment
4. Capital improvements
5. Property acquisition and/or relocation expenses
6. Building Demolition

**Threshold Criteria:** Applicants must first meet the threshold criteria to be considered for funding.

1. Proposed activities must be located within one of the ten transportation corridors as established by the SCALE Transportation and Economic Development Committee (**See Exhibit A**).
2. Application must be approved by the respective city council or county board by resolution that includes the Required Resolution Provisions (attached). Resolutions must be provided at the time of application.
3. Application must demonstrate a minimum leverage rate of 1:2 (\$1 of other funds for every \$2 of Corridor Readiness Grant).

**Competitive Criteria:** If the application meets all threshold criteria, the application will then be reviewed and ranked on the following competitive criteria.

1. Economic Benefit. The project should have a defined impact on the local economy. This impact is measurable through indicators such as potential growth in property taxes and new and/or retained Livable Wage Jobs (\$14.00 per hour). [15 Maximum Points]
2. Leverage. Applications may include a variety of other funding sources committed to the project, or a higher percentage of match from the applicant. Evidence of funding commitments must be submitted with application. [15 Maximum Points]
3. Readiness to Proceed. The applicant should demonstrate that a development project has a strong likelihood to proceed with the identified project upon funding award (e.g. letters of intent, conditional site control). [10 Maximum Points]
4. Shovel-Ready or Redevelopment Progress. Indicate the extent to which this project will progress a site toward being shovel-ready or toward redevelopment, including remaining steps to development/redevelopment and potential time frames to occupancy. [10 Maximum Points]

#### **IV. TECHNICAL ASSISTANCE GRANTS**

**Maximum Award per project:** \$30,000

**Local Match:** 1:1 (for every \$1 of grant award applicant must also provide \$1)

\* Local cash match of 1:1 is required and does not include in-kind staff time.

**Project Completion Date:** Project must be completed within one year of grant award.

**Distribution of Grant Funds:** Grant reimbursement requests shall be processed upon receipt of a final project report. Final project report shall include appropriate documentation including paid invoices for work completed. Waivers and extensions requested by the grantee will be considered on a case by case basis depending on the merits of the request.

**Program Description:** The Technical Assistance program is intended to provide funding for those projects that will enhance economic development activities with the goal of achieving new job creation in Scott County.

**Eligible Activities Include (but are not limited to):**

1. Local or Regional Marketing Programs
2. Creation of local business subsidy programs
3. Completion of studies necessary to promote and enhance economic development opportunities
4. Local Business Surveys
5. Creation of development incentive programs
6. Projects that are consistent with the Unified Economic Development, Land Use and Transportation Plan Charter goals and objectives and the work plan

**Ineligible Activities:**

1. Costs not included in the application
2. Local administration expenses or overhead, including time and application fees paid to the city
3. Equipment
4. Capital improvements
5. Property acquisition and/or relocation expenses
6. Building Demolition

**Threshold Criteria:** Applicants must first meet the threshold criteria to be considered for funding.

1. Application must be approved by the respective city council or county board by resolution that includes the Required Resolution Provisions (attached) no later than January 29, 2016. Resolution must be provided at the time of application.
2. Application must demonstrate a minimum leverage rate of 1:1 (\$1 of other funds for every \$1 of Technical Assistance Grant).

**Competitive Criteria:** If the application meets all threshold criteria, the application will then be reviewed and ranked on the following competitive criteria.

1. Economic Benefit. The project should have a defined impact on the local economy. This impact is measurable through growth/projected growth in property taxes and new and/or retained Livable Wage Jobs (\$14.00 per hour). [15 Maximum Points]
2. Project Understanding. Applications should be consistent with the overall goals and objectives of the SCALE Unified Economic Development, Land Use, and Transportation Plan Charter. Projects should promote and parallel the outcomes of the greater SCALE effort. [15 Maximum Points]
3. Transferability. The ability to replicate or apply either the project itself or the information collected from the project to other communities. [10 Maximum Points]
4. Innovation. New or innovative projects to enhance economic development are encouraged. [10 Maximum Points]

## **V. SELECTION**

Applications will be reviewed by a selection committee designated by CDA staff. Applications must be complete and received at the CDA by the due date. Applications meeting the threshold criteria and scoring highly on the competitive criteria will be submitted to the CDA Board of Commissioners for approval. After selection and approval by the CDA Board of Commissioners, the CDA will issue a letter of commitment and enter into a grant agreement with the city/county.

## **VI. GRANT AGREEMENT**

CDA staff will work with the city/county and enter into a Grant Agreement. This agreement will detail the terms and conditions of the grant and allow for the release of funds to the grant recipient. The grant agreement will require funds to be spent within 12 months of the date of the agreement. Waivers and extensions to any provision in the agreement requested by the grantee will be considered on a case by case basis depending on the merits of the request. Grants will be paid on a reimbursement basis. Grantees will be required to submit quarterly progress reports to the CDA when requested.

**REQUIRED RESOLUTION PROVISIONS - CITY**

WHEREAS, the City of \_\_\_\_\_ has identified a proposed project within the City that meets the Scott County Community Development Agency (CDA) 2016 Economic Development Incentive Grant program's purposes and criteria; and

WHEREAS, the City has established a Development or Redevelopment Plan of which the proposed project is a component; and

WHEREAS, the City has the capability and capacity to ensure the proposed project be completed and administered within the Economic Development Incentive Grant program guidelines; and

WHEREAS, the City has the legal authority to apply for financial assistance; and

WHEREAS, the City is supportive of enhancing economic development opportunities that will serve to create jobs, enhance the tax base and improve the lives of Scott County residents.

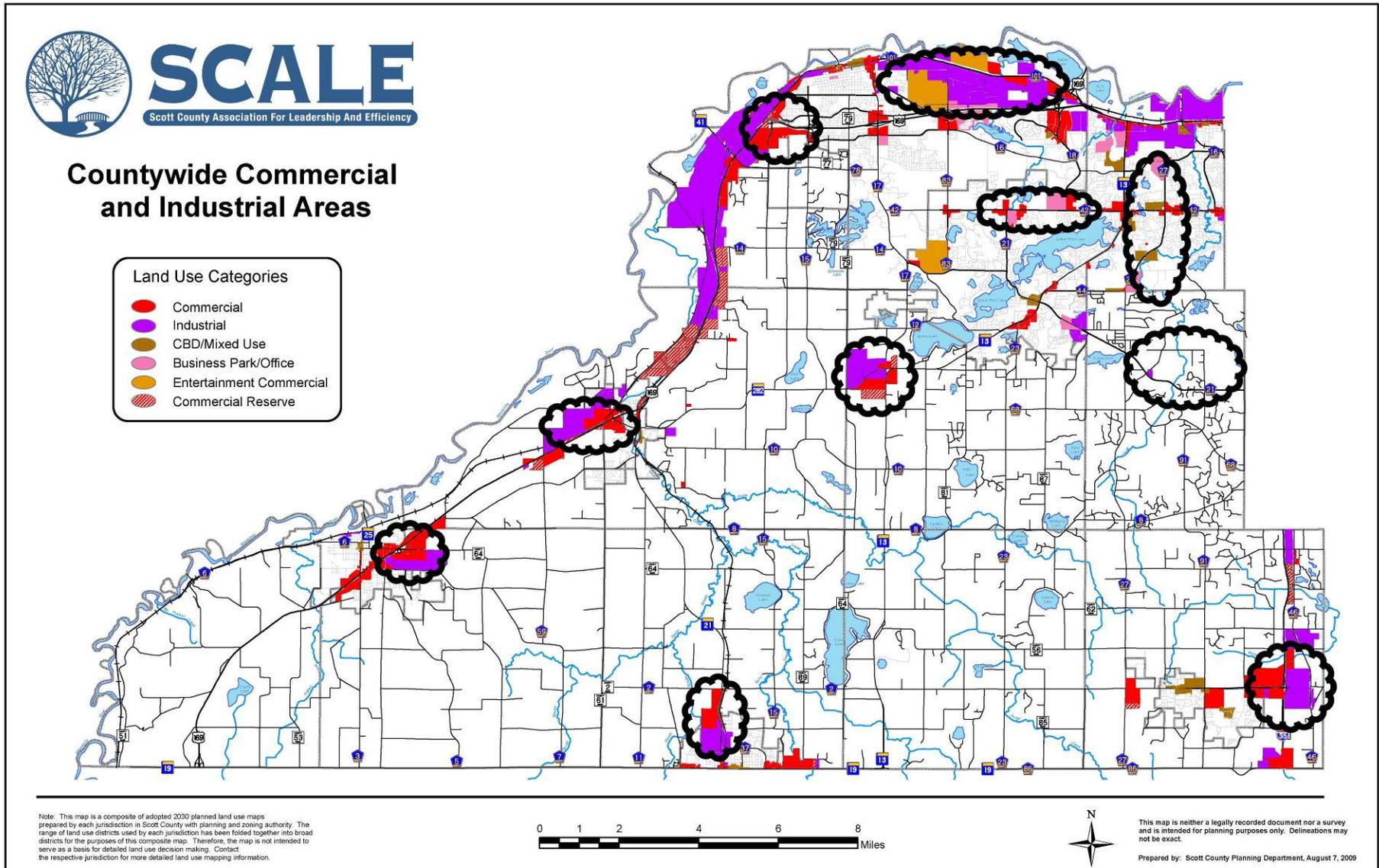
NOW THEREFORE BE IT RESOLVED that the City of \_\_\_\_\_ approves the application for funding from the Scott County CDA Economic Development Incentive Grant program.

BE IT FURTHER RESOLVED that upon approval of its application by the Scott County CDA, \_\_\_\_\_ [insert authorized official's name], the \_\_\_\_\_ [insert authorized official's title], is hereby authorized to execute such agreements as are necessary to receive and use the funding for the proposed project.



# EXHIBIT A

The ten transportation corridors as established by the SCALE Transportation and Economic Development Committee.



## Cynthia Smith-Strack

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**From:** Crakes, Stacy <SCrakes@scottfss.org>  
**Sent:** Wednesday, December 30, 2015 10:51 AM  
**To:** Andrew Barbes (abarbes@ci.jordan.mn.us); Barry Stock (bstock@ci.savage.mn.us); Davis, Brad; Brad Larson; breynolds@shakopeemn.gov; btucker@ci.savage.mn.us; Casey McCabe (cmccabe@cityofpriorlake.com); Cynthia Smith-Strack; Dan Rogness; Frank Boyles (fboyles@cityofpriorlake.com); Shelton, Gary; Holly Kreft; Johnson, Michael; Ken Ondich; Laura Holey (lholey@ci.jordan.mn.us); Christianson, Renee; 'Samantha DiMaggio (sdimaggio@shakopeemn.gov)'; Tom Nikunen (tnikunen@ci.jordan.mn.us); Tom Terry (tterry@ci.enm.mn.us); Vermillion, Lezlie; Freese, Lisa  
**Cc:** Bill Jaffa (bjaffa@scottcda.org); Linda Janovsky (ljanovsky@scottcda.org); Terri Gulstad (tgulstad@scottcda.org)  
**Subject:** RE: 2016 EDI Grant Information and Requests for Application - Application Deadline JANUARY 29!

As reference, here are the projects that were awarded EDI grants in 2014 and 2015:

Year	Grant Type Awarded	City	Project	Award Amount
2014	Corridor Readiness	Shakopee	CR 83 Corridor Study	\$66,666
2014	Corridor Readiness	Elko New Market	CSAH 2/I-35 SE Quadrant Environmental Study (AUAR)	\$125,000
2014	Corridor Readiness	New Prague	Industrial Park: Traffic Impact Study, Wetland Delineation, ESA 1, and Annexation Survey	\$13,000
2014	Technical Assistance	Belle Plaine	Business Retention Expansion Strategies Program	\$6,000
2014	Technical Assistance	Prior Lake	Downtown Parking Analysis	\$15,000
2014	Technical Assistance	Jordan	Downtown Master Vision Implementation	\$30,000
2014	Technical Assistance	All Cities	Livability Magazine	\$5,837
2014	N/A	SCALE	Dan Patch Study	\$78,497
			<b>TOTAL</b>	<b>\$340,000</b>
2015	Corridor Readiness	New Prague	Industrial Park: Platting & Infrastructure Design	\$37,200
2015	Corridor Readiness	Elko New Market	I-35 Utility Extension Preliminary Design Study	\$47,525
2015	Corridor Readiness	Jordan	Southwest Interceptor Project	\$56,150
2015	Corridor Readiness	Scott County	Hwy 169 Frontage Road Study	\$125,000
2015	Technical Assistance	Savage	Hwy 13 Redevelopment Study	\$30,000
2015	Technical Assistance	New Prague	Industrial Park: Shovel Ready Certification	\$1,625
2015	Technical Assistance	Prior Lake	Technology Village Acceleration - Phase III	\$12,500
2015	Technical Assistance	Elko New Market	CSAH 2 Corridor Development Infrastructure Needs Study	\$30,000
			<b>TOTAL</b>	<b>\$340,000</b>

*Stacy Crakes, P.E.*

Scott County CDA – First Stop Shop | Business Development Manager  
Scott County Government Center | 200 4<sup>th</sup> Ave W | Shakopee, MN 55379  
Direct: 952.496.8613 | Cell: 612.964.7893 | [SCrakes@scottfss.org](mailto:SCrakes@scottfss.org)



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**From:** Crakes, Stacy

**Sent:** Wednesday, December 30, 2015 9:47 AM

**To:** 'Andrew Barbes ([abarbes@ci.jordan.mn.us](mailto:abarbes@ci.jordan.mn.us))'; 'Barry Stock ([bstock@ci.savage.mn.us](mailto:bstock@ci.savage.mn.us))'; 'Brad Davis ([BDavis@co.scott.mn.us](mailto:BDavis@co.scott.mn.us))'; 'Brad Larson'; 'breynolds@shakopeemn.gov'; 'btucker@ci.savage.mn.us'; 'Casey McCabe ([cmccabe@cityofpriorlake.com](mailto:cmccabe@cityofpriorlake.com))'; 'Cynthia Smith Strack ([cynthias@ci.belleplaine.mn.us](mailto:cynthias@ci.belleplaine.mn.us))'; 'Dan Rogness'; 'Frank Boyles ([fboyles@cityofpriorlake.com](mailto:fboyles@cityofpriorlake.com))'; 'Gary Shelton ([GShelton@co.scott.mn.us](mailto:GShelton@co.scott.mn.us))'; 'hkreft@ci.belleplaine.mn.us'; 'Johnson, Michael'; 'Ken Ondich'; 'Laura Holey ([lholey@ci.jordan.mn.us](mailto:lholey@ci.jordan.mn.us))'; 'Renee Christianson ([rchristianson@scottfss.org](mailto:rchristianson@scottfss.org))'; 'Samantha DiMaggio ([sdimaggio@shakopeemn.gov](mailto:sdimaggio@shakopeemn.gov))'; 'Tom Nikunen ([tnikunen@ci.jordan.mn.us](mailto:tnikunen@ci.jordan.mn.us))'; 'Tom Terry ([tterry@ci.enm.mn.us](mailto:tterry@ci.enm.mn.us))'; 'Vermillion, Lezlie'; Freese, Lisa

**Cc:** 'Bill Jaffa ([bjaffa@scottcda.org](mailto:bjaffa@scottcda.org))'; Linda Janovsky ([ljanovsky@scottcda.org](mailto:ljanovsky@scottcda.org)); Terri Gulstad ([tgulstad@scottcda.org](mailto:tgulstad@scottcda.org))

**Subject:** 2016 EDI Grant Information and Requests for Application - Application Deadline JANUARY 29!

Hello!

Please see attached information regarding the 2016 EDI Grant Program from the CDA. As mentioned at the last SCALE Technical Team meeting, we are working to align this grant program with the calendar year, therefore applications for this round are due no later than **4:00 PM on Friday, January 29, 2016**. Resolutions from city councils/county board are still required with application – please try to plan accordingly to include them with your application submittals.

Key information to be aware of with this round:

- ❖ Applications are due by 4:00 PM on Friday, January 29.
- ❖ We are only requiring electronic application submittals this year.
- ❖ The cities of New Prague and Elko New Market are NOT eligible to apply for Corridor Readiness grants this year due to the fact that they have been awarded Corridor Readiness Grants the past two years.
- ❖ The city of Prior Lake is NOT eligible to apply for a Technical Assistance Grant this year due to the fact that they have been awarded a Technical Assistance Grant the past two years.
- ❖ Funding amounts and maximum award amounts have remained the same for both grant types.
- ❖ Local matches have remained the same.
- ❖ Competitive Criteria have remained the same.

Please let me know if you have any questions. We look forward to seeing what projects you submit!

Stacy

*Stacy Crakes, P.E.*

Scott County CDA – First Stop Shop | Business Development Manager  
Scott County Government Center | 200 4<sup>th</sup> Ave W | Shakopee, MN 55379  
Direct: 952.496.8613 | Cell: 612.964.7893 | [SCrakes@scottfss.org](mailto:SCrakes@scottfss.org)



## Cynthia Smith-Strack

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**From:** Crakes, Stacy <[SCrakes@scottfss.org](mailto:SCrakes@scottfss.org)>  
**Sent:** Wednesday, January 06, 2016 10:32 AM  
**To:** Cynthia Smith-Strack  
**Subject:** RE: 2016 EDI Grant Information and Requests for Application - Application Deadline JANUARY 29!

The local match can be from whoever you want it to be!

*Stacy Crakes, P.E.*

Scott County CDA – First Stop Shop | Business Development Manager  
Scott County Government Center | 200 4<sup>th</sup> Ave W | Shakopee, MN 55379  
Direct: 952.496.8613 | Cell: 612.964.7893 | [SCrakes@scottfss.org](mailto:SCrakes@scottfss.org)



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**From:** Cynthia Smith-Strack [<mailto:cynthias@ci.belleplaine.mn.us>]  
**Sent:** Wednesday, January 06, 2016 10:13 AM  
**To:** Crakes, Stacy  
**Subject:** RE: 2016 EDI Grant Information and Requests for Application - Application Deadline JANUARY 29!

Thank you Stacy! Question – does local match have to be from City or can it be from private land owners as well?

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**From:** Crakes, Stacy [<mailto:SCrakes@scottfss.org>]  
**Sent:** Wednesday, January 06, 2016 10:05 AM  
**To:** Cynthia Smith-Strack  
**Subject:** RE: 2016 EDI Grant Information and Requests for Application - Application Deadline JANUARY 29!

Hi Cynthia,

Thank you so much for your email. Honestly I have not heard much about what projects other cities/the county may be planning to submit and a lot of it all depends on what is submitted. In 2014 all of the projects were selected because the total requests were less than the money that was available. In 2015 there were more requests than money available so unfortunately some projects were not selected (I'm sure you are aware that Belle Plaine's YMCA study was one of those last year).

The primary goals of the selection committee have been (1) to select projects that move land toward being shovel ready and redevelopment projects forward, setting the stage and opening up opportunities for new business in Scott County, and (2) moving projects forward that otherwise probably wouldn't move forward without the grant funding.

I can't specifically recommend which projects you should submit and by all means, feel free to submit as many as you'd like (just make sure you indicate the city's prioritization in case we get a lot more requests than funding available). Hopefully the goals outlined above help!

Please let me know if you have any other questions. Thank you!  
Stacy

*Stacy Crakes, P.E.*

Scott County CDA – First Stop Shop | Business Development Manager  
Scott County Government Center | 200 4<sup>th</sup> Ave W | Shakopee, MN 55379  
Direct: 952.496.8613 | Cell: 612.964.7893 | [SCrakes@scottfss.org](mailto:SCrakes@scottfss.org)



---

**From:** Cynthia Smith-Strack [<mailto:cynthias@ci.belleplaine.mn.us>]  
**Sent:** Tuesday, January 05, 2016 4:16 PM  
**To:** Crakes, Stacy  
**Subject:** RE: 2016 EDI Grant Information and Requests for Application - Application Deadline JANUARY 29!

Good afternoon Stacy!

Holly and I have chatted regarding CDA grant projects. She says you have always been instrumental in the past with feedback on potential grant items. I'm hoping you will share your thoughts on the following potential projects which seems most appropriate, competitive, productive, etc. whatever you could add is greatly appreciated:

1. Creating a mobile friendly version of the city website.
2. Creating a 'job spot' plug in for our city website. One result of our BRE was suggestion we create a job's board. We've done that but it is very labor intensive, one-sided, and not interactive.
3. Feasibility study to extend north interceptor under Hwy 169.
4. Provide assistance for encourage platting of privately held properties classified as #2's on our pad ready map.

Thank you!

---

**From:** Crakes, Stacy [<mailto:SCrakes@scottfss.org>]  
**Sent:** Wednesday, December 30, 2015 9:47 AM  
**To:** Andrew Barbes ([abarbes@ci.jordan.mn.us](mailto:abarbes@ci.jordan.mn.us)); Barry Stock ([bstock@ci.savage.mn.us](mailto:bstock@ci.savage.mn.us)); Davis, Brad; Brad Larson; [breyolds@shakopeemn.gov](mailto:breyolds@shakopeemn.gov); [btucker@ci.savage.mn.us](mailto:btucker@ci.savage.mn.us); Casey McCabe ([cmccabe@cityofpriorlake.com](mailto:cmccabe@cityofpriorlake.com)); Cynthia Smith-Strack; Dan Rogness; Frank Boyles ([fboyles@cityofpriorlake.com](mailto:fboyles@cityofpriorlake.com)); Shelton, Gary; Holly Krefit; Johnson, Michael; Ken Ondich; Laura Holey ([lholey@ci.jordan.mn.us](mailto:lholey@ci.jordan.mn.us)); Christianson, Renee; 'Samantha DiMaggio ([sdimaggio@shakopeemn.gov](mailto:sdimaggio@shakopeemn.gov))'; Tom Nikunen ([tnikunen@ci.jordan.mn.us](mailto:tnikunen@ci.jordan.mn.us)); Tom Terry ([tterry@ci.enm.mn.us](mailto:tterry@ci.enm.mn.us)); Vermillion, Lezlie; Freese, Lisa  
**Cc:** Bill Jaffa ([bjaffa@scottcda.org](mailto:bjaffa@scottcda.org)); Linda Janovsky ([ljanovsky@scottcda.org](mailto:ljanovsky@scottcda.org)); Terri Gulstad ([tgulstad@scottcda.org](mailto:tgulstad@scottcda.org))  
**Subject:** 2016 EDI Grant Information and Requests for Application - Application Deadline JANUARY 29!

Hello!

Please see attached information regarding the 2016 EDI Grant Program from the CDA. As mentioned at the last SCALE Technical Team meeting, we are working to align this grant program with the calendar year, therefore applications for this round are due no later than **4:00 PM on Friday, January 29, 2016**. Resolutions from city councils/county board are still required with application – please try to plan accordingly to include them with your application submittals.

Key information to be aware of with this round:

- ❖ Applications are due by 4:00 PM on Friday, January 29.
- ❖ We are only requiring electronic application submittals this year.
- ❖ The cities of New Prague and Elko New Market are NOT eligible to apply for Corridor Readiness grants this year due to the fact that they have been awarded Corridor Readiness Grants the past two years.
- ❖ The city of Prior Lake is NOT eligible to apply for a Technical Assistance Grant this year due to the fact that they have been awarded a Technical Assistance Grant the past two years.
- ❖ Funding amounts and maximum award amounts have remained the same for both grant types.
- ❖ Local matches have remained the same.

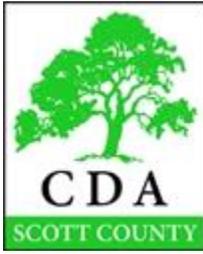
❖ Competitive Criteria have remained the same.

Please let me know if you have any questions. We look forward to seeing what projects you submit!  
Stacy

*Stacy Crakes, P.E.*

Scott County CDA – First Stop Shop | Business Development Manager  
Scott County Government Center | 200 4<sup>th</sup> Ave W | Shakopee, MN 55379  
Direct: 952.496.8613 | Cell: 612.964.7893 | [SCrakes@scottfss.org](mailto:SCrakes@scottfss.org)





**Scott County Community Development Agency**  
**2016 EDI Grants**  
**Grant Applications**

*Applications are due January 29, 2016 by 4:00 pm.*

The applicant shall submit an electronic copy only of the application, including the completed resolution.

The electronic application should be submitted to Stacy Crakes, First Stop Shop Business Development Director, at [scrakes@scottfss.org](mailto:scrakes@scottfss.org) and must be received **no later than 4:00 p.m. on Friday, January 29, 2016.**

If you are submitting multiple projects/applications, please indicate below the priority of each project in your community.

Local Priority (rank with 1 being highest priority)	Project Name	Type of Grant Requested (Corridor Readiness or Technical Assistance)
1		
2		
3		

**Grant Types**

**Corridor Readiness.** This program is intended to assist communities in completing land use, transportation and environmental studies and contracted planning services that are intended to maximize development and/or redevelopment opportunities and the investment of capital within the top ten commercial corridors as established by the SCALE Transportation and Economic Development Committee.

**Technical Assistance.** This program is intended to provide funding for those projects that will enhance economic development activities with the goal of achieving new job creation in Scott County.

**Required Resolution Provisions**

Please provide the Required Resolution Provisions with your application submittal. Extensions requested by the grantee for the Required Resolution Provisions will be considered on a case by case basis depending on the merits of the request.



## 2016 EDI – Corridor Readiness Grant Grant Application

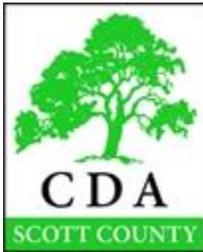
<b>Project Title:</b>		
<b>Lead Organization:</b>		
<b>Project Manager:</b>	Name	
	Address 1	
	Address 2	
	City, ST, Zip	
	Phone	
	Fax	
	Email	
<b>Project Partners:</b>	<i>Please list any project partners that will help fund and complete this project.</i>	
1.	<b>Name / Title</b>	
	Organization	
2.	<b>Name / Title</b>	
	Organization	
3.	<b>Name / Title</b>	
	Organization	
<b>Project Summary:</b> <i>(Please provide a 100-word description of your proposal.)</i>		
<b>Financial Summary:</b> <i>(Please provide a summary of your complete budget, from page 2.):</i>		
	Activity 1: [Describe]	\$
	Activity 2: [Describe]	\$
	Activity 3: [Describe]	\$
	Activity 4: [Describe]	\$
	Activity 5: [Describe]	\$
<b>Total Request:</b>		<b>\$</b>

## EDI – Corridor Readiness Grant Budget Worksheet

Project Title: \_\_\_\_\_

Activities & Tasks	Cost Categories			(d) Total
	(a) Grant	(b) Local cash match*	(c) Local in-kind	
<b>1) Activity One</b>				
<b>2) Activity Two</b>				
<b>3) Activity Three</b>				
<b>4) Activity Four</b>				
<b>5) Example: Land Use Study</b>				
a. Consultant	Contract: \$100,000	Contract: \$50,000		\$150,000
b. Final Report	Printing: \$3,000	Printing: \$1,500	40 hours @ \$25: \$1,000	\$5,500
<b>Totals</b>	<b>\$103,000</b>	<b>\$51,500</b>	<b>\$1,000</b>	<b>\$155,500</b>

\* Local cash match of 1:2 is required and does not include in-kind staff time.



**Scott County Community Development Agency**  
**EDI – Corridor Readiness Grant**  
**Competitive Criteria Responses**

Max award per project: \$125,000

**Threshold Criteria:** Applicants must first meet the threshold criteria to be considered for funding.

1. Proposed activities must be located within one of the ten transportation corridors as established by the SCALE Transportation and Economic Development Committee (See Exhibit A).
2. Application must be approved by the respective city council or county board by resolution that includes the Required Resolution Provisions (attached). Grant awards will be made contingent on receipt of resolution if an extension is granted and the resolution is not provided at time of application.
3. Application must demonstrate a minimum leverage rate of 1:2 (\$1 of other funds for every \$2 of Corridor Readiness Grant).

If the application meets all threshold criteria, the application will then be reviewed and ranked on the following competitive criteria. Please limit responses to three (3) pages in length and describe how the proposed project fits each of the criteria indicated below.

1. Economic Benefit. The project should have a defined impact on the local economy. This impact is measurable through potential growth in property taxes and new and/or retained Livable Wage Jobs (\$14.00 per hour). [15 Maximum Points]
2. Leverage. Applications may include a variety of other funding sources committed to the project, or a higher percentage of match from the applicant. Evidence of funding commitments must be submitted with application. [15 Maximum Points]
3. Readiness to Proceed. The applicant should demonstrate that a development project has a strong likelihood to proceed with the identified project upon funding award (e.g. letters of intent, conditional site control). [10 Maximum Points]
4. Shovel-Ready or Redevelopment Progress. Indicate the extent to which this project will progress a site toward being shovel-ready or toward redevelopment, including remaining steps to development/redevelopment and potential time frames to occupancy. [10 Maximum Points]



## 2016 EDI – Technical Assistance Grant Grant Application

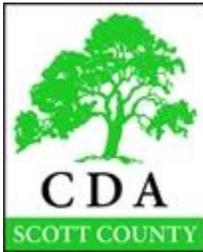
<b>Project Title:</b>		
<b>Lead Organization:</b>		
<b>Project Manager:</b>	Name	
	Address 1	
	Address 2	
	City, ST, Zip	
	Phone	
	Fax	
	Email	
<b>Project Partners:</b>	<i>Please list any project partners that will help fund and complete this project.</i>	
1.	<b>Name / Title</b>	
	Organization	
2.	<b>Name / Title</b>	
	Organization	
3.	<b>Name / Title</b>	
	Organization	
<b>Project Summary:</b> <i>(Please provide a 100-word description of your proposal.)</i>		
<b>Financial Summary:</b> <i>(Please provide a summary of your complete budget, from page 2.):</i>		
	Activity 1: [Describe]	\$
	Activity 2: [Describe]	\$
	Activity 3: [Describe]	\$
	Activity 4: [Describe]	\$
	Activity 5: [Describe]	\$
<b>Total Request:</b>		<b>\$</b>

## EDI - Technical Assistance Grant Budget Worksheet

Project Title: \_\_\_\_\_

Activities & Tasks	Cost Categories			(d) Total
	(a) Grant	(b) Local cash match*	(c) Local staff time estimate	
<b>1) Activity One</b>				
<b>2) Activity Two</b>				
<b>3) Activity Three</b>				
<b>4) Activity Four</b>				
<b>5) Example: Land Use Study</b>				
a. Hire consultant	Contract: \$12,500	Contract: \$12,500		\$25,000
b. Final Report	Printing: \$2,500	Printing: \$2,500	10 hours @ \$25: \$250	\$5,250
<b>Totals</b>	<b>\$15,000</b>	<b>\$15,000</b>	<b>\$250</b>	<b>\$30,250</b>

\* Local cash match of 1:1 is required and does not include in-kind staff time.



**Scott County Community Development Agency  
EDI - Technical Assistance Grant  
Competitive Criteria Responses**

Max award per project: \$30,000

**Threshold Criteria:** Applicants must first meet the threshold criteria to be considered for funding.

1. Application must be approved by the respective city council or county board by resolution that includes the Required Resolution Provisions (attached). Grant awards will be made contingent on receipt of resolution if an extension is granted and the resolution is not provided at time of application.
2. Application must demonstrate a minimum leverage rate of 1:1 (\$1 of other funds for every \$1 of Technical Assistance Grant).

If the application meets all threshold criteria, the application will then be reviewed and ranked on the following competitive criteria. Please limit responses to three (3) pages in length and describe how the proposed project fits each of the criteria indicated below.

- 1) **Economic Benefit:** The project should have a defined impact on the local economy. This impact is measurable through growth/projected growth in property taxes and new and/or retained Livable Wage Jobs (\$14.00 per hour). [15 Maximum Points]
- 2) **Project Understanding:** Applications should be consistent with the overall goals and objectives of the SCALE Unified Economic Development, Land Use, and Transportation Plan Charter. Projects should promote and parallel the outcomes of the greater SCALE effort. [15 Maximum Points]
- 3) **Transferability:** The ability to replicate or apply either the project itself or the information collected from the project to other communities. [10 Maximum Points]
- 4) **Innovation:** New or innovative projects to enhance economic development are encouraged. [10 Maximum Points]

## REQUIRED RESOLUTION PROVISIONS - CITY

WHEREAS, the City of \_\_\_\_\_ has identified a proposed project within the City that meets the Scott County Community Development Agency (CDA) 2016 Economic Development Incentive Grant program's purposes and criteria; and

WHEREAS, the City has established a Development or Redevelopment Plan of which the proposed project is a component; and

WHEREAS, the City has the capability and capacity to ensure the proposed project be completed and administered within the Economic Development Incentive Grant program guidelines; and

WHEREAS, the City has the legal authority to apply for financial assistance; and

WHEREAS, the City is supportive of enhancing economic development opportunities that will serve to create jobs, enhance the tax base and improve the lives of Scott County residents.

NOW THEREFORE BE IT RESOLVED that the City of \_\_\_\_\_ approves the application for funding from the Scott County CDA Economic Development Incentive Grant program.

BE IT FURTHER RESOLVED that upon approval of its application by the Scott County CDA, \_\_\_\_\_ [insert authorized official's name], the \_\_\_\_\_ [insert authorized official's title], is hereby authorized to execute such agreements as are necessary to receive and use the funding for the proposed project.

## REQUIRED RESOLUTION PROVISIONS - COUNTY

WHEREAS, Scott County has identified a proposed project within the County that meets the Scott County Community Development Agency (CDA) 2016 Economic Development Incentive Grant program's purposes and criteria; and

WHEREAS, the County has established a Development or Redevelopment Plan of which the proposed project is a component; and

WHEREAS, the County has the capability and capacity to ensure the proposed project be completed and administered within the Economic Development Incentive Grant program guidelines; and

WHEREAS, the County has the legal authority to apply for financial assistance; and

WHEREAS, the County is supportive of enhancing economic development opportunities that will serve to create jobs, enhance the tax base and improve the lives of Scott County residents.

NOW THEREFORE BE IT RESOLVED that Scott County approves the application for funding from the Scott County CDA Economic Development Incentive Grant program.

BE IT FURTHER RESOLVED that upon approval of its application by the Scott County CDA, [insert authorized official's name], the [insert authorized official's title], is hereby authorized to execute such agreements as are necessary to receive and use the funding for the proposed project.



# VOYAGEURWEB

## **Proposal for City of Belle Plaine, MN**

January 6, 2016

This quote for services is good for 3 months from the above date.

Prepared by Chad Kraus and Yvonne Cariveau

### **VoyageurWeb**

201 N. Broad Street, Suite 305

Mankato, MN 56001

P.O. Box 205

Mankato, MN 56002-0205

Phone: 507-550-1532 or 507-344-2280

Fax: 507-625-3723

Email: [sales@voyageurweb.com](mailto:sales@voyageurweb.com)

## Project Goals

The primary goal of this project is to make using the City’s website a better experience for the many people accessing it on smartphones and tablet PCs.

August 1 to August 30, 2015 Google Analytics  
*showing 44% of accesses from a phone (mobile) or tablet PC*

Device Category ?	Sessions ? ↓
	<b>5,196</b> % of Total: 100.00% (5,196)
1. desktop	<b>2,921</b> (56.22%)
2. mobile	<b>1,861</b> (35.82%)
3. tablet	<b>414</b> (7.97%)

## Proposal

While maintaining the current, attractive look of the City of Belle Plaine website, we propose to create a mobile-responsive theme for the site and adjust layout of information throughout the site to improve the mobile experience.

An optional update recommended, is to upgrade the base content management system to Drupal 7 (currently in version 6). This upgrade will add 4 to 5 years to the life of current site programming.

## Mobile (Responsive) Design

Using the current site design elements, we will create a new responsive theme. Responsive means that the site will react to the width of the device that it is viewed on. A smaller width will cause the contents of the pages to rearrange dynamically. (See examples we have done at <http://www.mico.com>, <http://www.npaschools.org> and <http://www.greatermankato.com>.)

## Site Content

The content on the site - the pages, text, files and images - will be reviewed to make sure it will work well for mobile users. We will make adjustments to site coding where we can and will provide a list of recommended updates to your site maintainers.

Some of the issues we look for are:

- Download speed (large images/files)

- Making sure that the information is in a format that is usable on all devices
- Images need to be reviewed to make sure that the information they convey can be seen when the image is on a small screen.
- Maintaining ADA compliance

Our content quality metrics are that:

- information is relevant and consistent with site goals
- loads quickly (essential for mobile users) (goal is under 2 seconds)
- friendly to people using adaptive devices (ADA) and smartphones
- set up well for search engines to find you on your selected keywords

### Content Management System Update (optional)

A content management system (CMS) is programming on your website that allows City staff to edit pages and content on the site. Your site currently uses a CMS called Drupal, version 6.

Like all software, CMS software requires regular updates. Hackers out there in the world are always working on ways to break in and regular updating closes holes found by others. We maintain the software on your site, making regular updates to maintain security.

*Version 6 will no longer be supported sometime in early 2016 (in about 6 months).* That means no more security updates will be made - which, over time, will cause the site to be vulnerable.

Theme work done in Drupal 6 requires substantial modification to work in Drupal 7, therefore, we are recommending that we upgrade your site now to Drupal 7 and then do the mobile responsive theme. The alternative is to wait until 2016, convert the site to Drupal 7 and then have to spend time updating the new Drupal 6 mobile theme to Drupal 7. We estimate the savings of doing these together now to be in the range of \$1500.

Note: The upgrade work will be able to use the recent map programming work with very small adaptations - we did that with an eye toward this upgrade coming in the next year.

Other programming on the site, Calendar, Meeting Videos, etc. will all be upgraded to newer, more secure versions; but will operate very similarly to how they work now (so no training time needed for your staff).

**Please select one option:**

**Remain in Drupal 6, Mobile-Responsive Work Only**      **\$1750**  
(estimated completion in 4-5 weeks)

**\_\_\_\_\_ Upgrade site to Drupal 7 and do Mobile-Responsive Theme \$4200**  
(estimated completion in 6-9 weeks)

*Estimates may be under or over by 10%. We will work with you to keep the project on budget and will notify you as early as possible if the final cost will exceed the estimate above.*

**Change Orders and Delays**

Additions to work beyond the project specifications (change orders) sometimes occur as a website develops. These will incur added charges at your project hourly rate. We will identify change orders when they come up and give you the option to do them now or put them on a list to be done in the future. Websites grow and evolve with time.

**Payment Arrangements**

50% of the total project estimate will be invoiced (net 30) at project start. The remainder will be invoiced when work on the site is complete and approved by your staff.

**Warranty**

All programming and coding work is warranted for errors for 90 days after completion date. We will HTML validate and check our code carefully. We strongly recommend careful review of the site by your staff during those 90 days. When your site goes live, immediately view and use every page, place orders, fill out forms and try out all website updating functions. Any errors found will be corrected promptly and at no cost. We will also gladly add to instructions or improve error messages during those 90 days.

To accept this proposal and have us start work, please sign below.

By: \_\_\_\_\_

Name (please print): \_\_\_\_\_

Title (please print): \_\_\_\_\_

Organization: **City of Belle Plaine, MN**

Phone Number: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Date: \_\_\_\_\_



## MEMORANDUM

DATE: January 7, 2016  
TO: EDA President Krant, EDA Board Members, and Administrator Kreft  
FROM: Cynthia Smith Strack, Community Development Director  
RE: Item 6.2 Director's Report

Following is the Director's Report which is for information only.

### **Design Committee**

The Design Committee meets on the first Monday of each month at 5 p.m. The Design Committee must review all sign permits within the Downtown, all site plans within a commercial district, and all site plans within an industrial district.

The Design Committee met January 4<sup>th</sup> and reviewed a proposal by Ryan Neisen to move an exterior door at Neisen's Corner Bar to the south.

In addition the Design Committee has been discussing:

- Interest in re-establishing lighting of some or all trees in the Downtown. We know how much lights will cost, what we need to do to put them up, and where they could go. We are now looking at costs to put them up and potential funding sources for installation cost.
- Interest in partnering with owners of vacant storefronts to 'activate' the storefront windows. We reached out to Mrs. Orr at BPSD who is currently unable to take on such a project but did not disqualify it in the future. We also reached out to local printers who could assist with window cling production for pricing. We will continue to gather additional information.
- Fences in the Downtown. At this point any fence allowed in a commercial area would be allowed in the Downtown. Anything from chain link to wrought iron to vinyl privacy to wood privacy. The DC reviewed a series of images of different fence types. The DC will take up the issue again in February but initial feedback is less opacity is preferred, more commercial vs. residential styles would seem appropriate, and metal is preferred material. Any recommendation regarding language changes to the Code would be presented to EDA prior to review by the Planning Commission.
- The DC will be working on goal setting in February.

### **Planning Commission**

The Planning Commission meets at 6:30 on the second Monday of each month. At this time the PC is discussing:

- The concept of solar fields as principal uses in the A-2 Rural Residential District. A joint workshop with the City Council was held January 4<sup>th</sup>. The PC was directed to study the issue and work closely with the Council.
- The City's official rental ordinance is not consistent with case law at this time. As a result the Building Official and I have updated the ordinance with necessary changes. It has been reviewed by the City Attorney and the Planning Commission will hold a public hearing on the draft ordinance on January 11<sup>th</sup>. The Council will take up the Ordinance at the January 19<sup>th</sup> meeting.
- The Concept Plan for RMC project is on the Planning Commission agenda for January 11<sup>th</sup>. For your information please find attached a copy of the site plan. Proposed for phase I is a 12,500 sf clinic, a 9,500 sf fitness/wellness center, and a 55 unit senior care center (footprint 28,000 sf; two story).
- Ashton Pankonin, owner of the property at 106 Main Street East has requested a Conditional Use Permit (CUP) to allow a one bedroom apartment in the back of the structure at 106. Staff is recommending approval.
- Paul Chard is requesting a lot split at 425 Forest Street East/412 Elm Street North (residential property).

