

**BELLE PLAINE ECONOMIC DEVELOPMENT AUTHORITY  
REGULAR MEETING  
APRIL 11, 2016**

**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, April 11, 2016 at City Hall, 218 North Meridian Street, Belle Plaine, MN. President Rick Krant called the meeting to order with Commissioners Cary Coop, Lisa Fahey, Dick Coleman, Nathan Shutes and Crystal Doyle present. Commissioner Henry Pressley arrived at 5:05 p.m. Also present was Community Development Director Cynthia Smith Strack.

City Administrator Holly Kreft informed the Commissioners of her resignation effective May 31, 2016. She thanked everyone for their support.

**2. APPROVAL OF AGENDA.**

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

**3. APPROVAL OF MINUTES. 3.1. Regular Session Minutes of March 14, 2016.**

MOTION by Commissioner Coop, second by Commissioner Fahey, to approve the Regular Session Minutes of March 14, 2016 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 reported the year to date expenditures under the Façade Improvement Loan are currently at zero. Payment is pending (request submitted) for one FILP loan approved in 2015 for Remax. We have not been invoiced for work approved in January for Neisen's Corner Bar. The current balance of Fund 800, Revolving Loan Fund, as of the date of this memo is \$148,254.86. The current outstanding principal is \$176,214.03 with outstanding interest of \$13,288.98. All loans are current.

**5.2. Façade Improvement Loan – Annie's Café, EDA Resolution 16-002.**

Community Development Director Cynthia Smith Strack explained that Ann Miller d.b.a. Annie's Catering/Café has submitted an application for consideration of a \$1,500 façade improvement grant request for property at 201 Main Street East. Ann Miller proposes re-roofing of the existing structure at 201 Main Street East. The new roof will match color/material of existing roof, consisting of black asphalt shingles. The project cost estimate is \$3,800 from Paul's Roofing.

The Commissioners discussed the request. Commissioner Coleman questioned the factors that determine a "façade improvement." He noted that recent requests appear to be of a maintenance nature, rather than appearance. Commissioner Krant recalled discussion from a few years ago regarding the topic of roofing as it pertains to the Façade Improvement Loan program. He also recalled multiple requests for this property. Community Development Director Cynthia Smith Strack explained the current

guidelines allow for roofing projects. Commissioner Doyle asked whether action could be delayed in an effort to further review the guidelines. Commissioner Krant concurred. Commissioner Pressley questioned re-siding as an allowable project. Community Development Director Cynthia Smith Strack commented that consideration of a percentage base for certain projects, rather than the 100% match, may be in order. She also noted that there are more applications for the FLIP pending. Commissioner Coop suggested a moratorium on FLIP requests to allow time for researching the intent of certain projects, such as roofing and siding replacement. Commissioner Shutes believes the term "façade" needs to be defined as it pertains to the FLIP. Commissioner Doyle expressed concern for the requests that are at hand and believed they should be considered under the current guidelines. Commissioner Fahey supported tabling action. Commissioner requested that Staff research the meeting minutes pertaining to previous discussions regarding façade improvement loans for roofs.

MOTION by Commissioner Coop, second by Commissioner Pressley, to TABLE action on Resolution 16-002, Façade Improvement Loan Request by Ann Miller, Annie's Café, 201 East Main Street, in order for the Commissioners to further review the guidelines of the Façade Improvement Loan Program. ALL VOTED AYE. MOTION CARRIED.

### **5.3. Façade Improvement Loan – Sparetime Tavern, EDA Resolution 16-003.**

Community Development Director Smith Strack explained that Don Savage, Sparetime Tavern, has submitted a \$1,500 façade improvement grant request for property at 117 Main Street West. Mr. Savage has proposed the replacement of two aluminum doors with new doors composed in large part of glass. Project cost bid estimate is \$4,000. At their meeting on April 4, 2016, the Design Committee recommended approval of the replacement doors providing they match the window sash color (white) and advertising on the door is limited to lettering (e.g. business name, hours of operation, and street address).

Commissioner Coop recommending tabling action on the request to allow time for full review of the guidelines. Commissioner Shutes, Coleman and Doyle concurred with further discussion and review of the purpose of the FLIP, and to determine what items should be considered maintenance and what constitutes façade improvement. Commissioner Pressley suggested a workshop prior to next month's meeting.

MOTION by Commissioner Coop, second by Commissioner Pressley, to TABLE action on EDA Resolution 16-003, Façade Improvement Loan Request by Don Savage, Sparetime Tavern, 117 West Main, in order for the Commissioners to further review the guidelines of the Façade Improvement Loan Program. ALL VOTED AYE. MOTION CARRIED.

### **5.4. Façade Improvement Loan – Chestnut Realty, EDA Resolution 16-004.**

Community Development Director Smith Strack explained that Cal Haasken, Chestnut Realty, 351 East Raven Street, proposes replacement of an existing 'awning' at 351 Raven Street East. Project cost bid estimate is \$2,030 from Promotion Graphics, which is a sign company and doesn't reference an awning replacement. Consideration for approval centers on whether or not the project fits the loan requirements. The Applicant represents the project as 'awning replacement'. However, the project at face value appears to be a sign replacement. Awnings are eligible for consideration under the grant program but signs are not. The estimate included with the Application is from a graphics company not an awning design/production/placement firm.

MOTION by Commissioner Coop, second by Commissioner Shutes, to TABLE action on EDA Resolution 16-004, Façade Improvement Loan Request by Cal Haasken, Chestnut Realty, 351 East Raven Street, in order for the Commissioners to further review the guidelines of the Façade Improvement Loan Program. ALL VOTED AYE. MOTION CARRIED.

Commissioner Coleman and Krant asked Staff to research the minutes regarding the EDA's discussion on allowing roofs to be eligible for façade loans and also to provide a summary of the issued façade loans.

It was the consensus to conduct a work shop on this topic for Monday, April 25, 2016.

## **6. ADMINISTRATIVE REPORTS.**

### **6.1. Commissioner Comments.**

There were no further Commissioner comments.

### **6.2. Director's Update.**

The Commissioners reviewed the Director's Update as prepared by Community Development Director Smith Strack.

### **6.3. Upcoming Meetings.**

#### **Next Regular Session, 5:00 pm, Monday, May 9, 2016.**

The Commissioners were reminded of the next Regular Session as listed, and also the Workshop scheduled for 5:00 p.m. on Monday, April 25, 2016 for the review of the FLIP guidelines.

Community Development Director Smith Strack reported that submittal of development plans is expected from Ridgeview Medical and the business subsidy agreement is planned for next month's meeting.

## **7. ADJOURNMENT OF REGULAR SESSION.**

MOTION by Commissioner Coop, second by Commissioner Pressley, to adjourn the regular session at 5:29 p.m. ALL VOTED AYE. MOTION CARRIED.

## **8. BR & E TASK FORCE – RE-CAP MEETING.**

Community Development Director Smith Strack welcomed the following persons to the BR & E Task Force meeting: Cary Coop, Dick Peterson, Ed Townsend, Nate Shutes, Jeff Heine, Rick Krant, Henry Pressley, Crystal Doyle, Lisa Fahey, Dick Coleman, Kelly Melo, Trisha Rosenfeld, Paul Gatz, Lori Latzke, Laura Blue and Holly Kreft.

Community Development Director Smith Strack provided a summary report of the Business Retention and Expansion Strategies Program, resulting from business surveys during the summer of 2015. The four major projects were: 1) Create a Jobs Page, a centralized source for local employers and those seeking employment; 2) Conduct business workshops, 3) Enhance the annual EDA/Chamber banquet, and 4) Address the "red flag" comments from business owners.

Community Development Director Smith Strack explained the City obtained a grant from Scott County CDA that will provide funds to assist with software programming for an interactive webpage for employers and those seeking jobs. The Chamber continues with business workshops. The EDA/Chamber banquet was modified with favorable results. City Administrator Holly Kreft did a follow-up with the business owners regarding concerns and red flags resulting from the surveys.

Rick Krant expressed disappointment with the focus and results of the survey. He expected the BR & E to focus on local business expansion and lure new commercial and industrial companies. He felt the results of the program were very weak. Trisha Rosenfeld suggested that the businesses involved in the survey

be contacted and let them know that BR & E was fruitful and that the EDA and City are listening to their concerns. Ed Townsend commented on the lack of directional signage to help motorists navigate through the City. Paul Gatz commented that the Highway 169 crossings that were eliminated over the years and the 65 mph speed limit have contributed to a loss of small businesses. He also noted that the limited hours of small business owners are a detriment for many residents who commute to the metro area for their employment. Krant commented the Enterprise Drive overpass may actually decrease traffic to the downtown area as motorists may go directly to the schools or access TH169. Dick Peterson commented the demographics of Belle Plaine have changed. There are many young families moving into the community and it is important to connect with these residents. Nathan Shutes and Crystal Doyle indicated they are fairly new to the City and purchased homes here due to the lower costs. They spoke briefly on their connections with the community. Lori Latzke inquired as to whether new residents receive a "welcome packet" from the Chamber.

Community Development Director Smith Strack asked if the BR&E Task Force want to continue to meet. The consensus was that the members of the EDA and Chamber will fulfill the duties of the Task Force.

The meeting was adjourned at 6:30 p.m.

Respectfully submitted,

Patricia Krings  
Recording Secretary