

**BELLE PLAINE ECONOMIC DEVELOPMENT AUTHORITY
REGULAR MEETING
OCTOBER 10, 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, October 10, 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 and Nathan Shutes present. Commissioners Crystal Doyle and Henry Pressley were not present. Also present was Community Development Director Cynthia Smith Strack.

2. APPROVAL OF AGENDA.

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

3. APPROVAL OF MINUTES. 3.1. Regular Session Minutes of September 12, 2016.

MOTION by Commissioner Coop, second by Commissioner Fahey, to approve the Regular Session Minutes of September 12, 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. ALL VOTED AYE. MOTION CARRIED.

5. BUSINESS.

5.1. Financial Incentives Update.

Community Development Director Smith Strack explained that the year to date expenditures of the Façade Improvement Loan currently at \$7,500. The current balance of Fund 800, Revolving Loan Fund, is \$155,396.90. The current outstanding principal is \$165,067.86 with outstanding interest of \$11,964.81. All loans are current. Staff released a lien card for a vehicle which had contributed to security for a loan issued last year. The loan principal previously paid exceeds the discounted value assigned to the vehicle one year ago. The lien release was previously approved by the MCCD with whom the EDA has a inter-creditor agreement.

Commissioner Coleman commented on the aesthetically-pleasing new doors of Sparetime Tavern, 117 West Main Street, which were the result of the Façade Improvement Loan program.

5.2. EDI Grant Program 2017.

Community Development Director Smith Strack explained the Scott County Community Development Agency (CDA) has \$340,000 in matching grant dollars available for the 2017 cycle. Completed applications are due by November 4, 2016. Board Members may recall recommending approval of three grant projects earlier this year (for 2016 grant program). The FSS is syncing the program to a calendar year, therefore, the application deadline has been moved up from previous years. Our 2016 project included pairing 'Smart Jobs Board' software with our website, producing a feasibility report for extension of the northern sanitary interceptor sewer, and platting Les Buesgens property at Hickory/Enterprise.

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. A local match of \$1 for each \$2 of

Corridor Readiness grant is required. Of the \$340,000 grant dollars available, \$250,000 has been set aside for the "Corridor Readiness Program".

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. Of the \$340,000 grant dollars available \$90,000 for the "Technical Assistance Program".

Staff proposes an application to the "Corridor Readiness Program" to build on the previous grant award for the platting of the Buesgens Commercial Center. This second grant would provide funds for development of construction plans for roadway and utility extension of Enterprise Drive east of Hickory Boulevard (not including roundabout at Hickory/Enterprise). The estimated cost is \$35,000. Community Development Director Smith Strack explained that Buesgens would be responsible for one-half of the cost, or \$17,500. The local match of \$1 for each \$2 of Corridor Readiness Program calculates to approximately \$6,000.

Community Development Director Smith Strack noted that she is verifying whether easement acquisition for the northern sanitary sewer interceptor extension is an eligible project.

MOTION by Commissioner Coop, second by Commissioner Fahey, to recommend the City Council authorize submittal of grant application for the Scott County Community Development Agency for the Corridor Readiness Program to assist with construction plans for the improvement of Enterprise Drive east of Hickory Boulevard, at a cost not to exceed \$7,000 to be expended from the EDA's consulting budget line item. ALL VOTED AYE. MOTION CARRIED.

5.3. Deed Library from EDA to City.

Community Development Director Smith Strack explained the EDA holds the title for the real property and library building. The EDA is the property owner due to the financing mechanism used to construct the building in the mid-1990s. The EDA issued lease revenue bonds for the project. The bonds have long since been retired, however, the title was retained by the EDA. Finance Director Meyer has requested title be transferred to the City as the City holds an agreement with Scott County Library Systems and the City has traditionally budgeted for property insurance for the parcel.

MOTION by Commissioner Coleman, second by Commissioner Coop, to approve Resolution 16-011, Conveyance of the Library at 125 West Main Street. ALL VOTED AYE. MOTION CARRIED.

6. ADMINISTRATIVE REPORTS.

6.1. Commissioner Comments.

Commissioner Coop noted the library was built by the EDA under a lease revenue bond with the City, a method that avoided a referendum. He commented that the topic of a community center was discussed at the recent candidate forum and questioned whether a lease revenue bond would be utilized for the construction of it. Commissioner Coleman commented that there is much discussion about building a community center, but the cost to taxpayers is not feasible.

6.2. Director's Update.

Community Development Director Smith Strack provided highlights from her Director's Update that was included in the Commissioners' packets. She invited the EDA to the round table discussion on housing at

2:00 p.m. on Wednesday, October 26th. Commissioner Coleman inquired about the status of the EDA's budgeting process for 2017. Community Development Director Smith Strack explained that although she requested the consulting budget line item be increased by \$15,000, the City Council did not approve the request. Funding of \$8,000 for the Façade Improvement Loan Program will now be expended from the levy, rather than the Revolving Loan Fund.

Community Development Director Smith Strack will meet with members of the Chamber regarding the large sign near the water treatment plant. The Public Works Department added paver bricks and a concrete base, improving the aesthetics of the entrance monument along TH25/Walnut Street.

6.3. Upcoming Meetings.

- 1. Round Table Discussion on Housing, 2:00 pm, Wednesday, October 26, 2016.**
- 2. Next Regular Session, 5:00 pm, Monday, November 14, 2016.**

The Commissioners were reminded of the upcoming meetings as listed.

7. ADJOURNMENT OF REGULAR SESSION.

MOTION by Commissioner Coleman, second by Commissioner Shutes, to adjourn the Regular Session at 5:43 p.m. ALL VOTED AYE. MOTION CARRIED.

8. WORK SESSION.

8.1. Façade Improvement Loan Policy Review.

Community Development Director Smith Strack explained that for the past several months the EDA has been discussing the façade improvement loan program. Consensus is the program guidelines need to be refined so as to provide more value for the public's investment. A completion date will be required as part of the application process.

The Commissioners discussed the final draft of the Façade Improvement Loan Program Policy and reviewed the spreadsheet created by Commissioner Shutes listing activities that correspond with a level of match eligibility. The Commissioners determined the spreadsheet would serve as an excellent guide for determining the match eligibility. Commissioner Shutes noted the possible confusion with identifying the match eligibility as stated on the spreadsheet. Commissioner Coop suggested listing a percentage instead. Upon close review, the Commissioners recommended that the word "Maintenance" be added to the Window and/or Door Replacement line item. The Window and/or Door Relocation will be removed.

Commissioner Shutes suggested that a brief description of the program is needed and offered to draft a few sentences that capture the essence and also a new title. He will provide this information to Community Development Director Smith Strack who will then email to the Commissioners for their review. Commissioner Coleman noted the importance of making the community aware of the program and suggested that previous applicants be asked how they became informed.

The Façade Improvement Loan Policy will be presented at the next meeting for adoption.

President Krant adjourned the meeting at 6:06 p.m.

Respectfully submitted,

Patricia Krings
Recording Secretary