

**BELLE PLAINE ECONOMIC DEVELOPMENT AUTHORITY
REGULAR MEETING
NOVEMBER 14, 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, November 14, 2016 at City Hall, 218 North Meridian Street, Belle Plaine, MN. President Rick Krant called the meeting to order with Commissioners Lisa Fahey, Crystal Doyle and Dick Coleman. Commissioner Henry Pressley arrived at 5:05 p.m. Commissioners Nathan Shutes and Cary Coop were not present. Also present was Community Development Director Cynthia Smith Strack and City Administrator Mike Votca.

2. APPROVAL OF AGENDA.

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

3. APPROVAL OF MINUTES. 3.1. Regular Session Minutes of October 10, 2016.

MOTION by Commissioner Fahey, second by Commissioner Doyle, to approve the Regular Session Minutes of October 10, 2016. ALL VOTED AYE. MOTION CARRIED.

4. TREASURERS REPORT.

4.1. Approval of Bills.

MOTION by Commissioner Coleman, second by Commissioner Fahey, 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 the Façade Improvement Loan Program year to date expenditures are currently at \$7,500. The current balance of Fund 800, Revolving Loan Fund is estimated at \$155,762.68. The current outstanding principal is \$163,202.08 with outstanding interest of \$11,752.20. All loans are current.

5.2. Update: 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 were due November 4, 2016. The City has submitted a request for \$102,500 in project equating to a \$65,300 in corridor readiness funds relating to two project as follows:

1. Next steps: Extension of northern sanitary interceptor sewer (Phase I – 1st St NE to TH 169). This project includes wetland delineation, boundary/topographical surveys, title work/reports, legal boundary determination, easement document preparation, easement negotiation, securing of MPCA sanitary extension permit, MnDOT ROW and utility permit, and drafting of final plans and specifications. The City is seeking at \$42,200 grant (\$21,100 local match) to assist with next steps as identified. Actual cost of acquiring easement is not included in the grant request as it is not an eligible expense. Permanent and construction easement acquisition cost is projected at \$24,000 bringing the total project cost to \$89,000.

2. Next Steps: Buesgens Commercial Center (creation of shovel ready lots). This project is drafting final plans and specifications for the construction of roadway and associated utilities for Enterprise Drive east of the intersection with Hickory Boulevard adjacent to blocks three and four of Buesgens Commercial Center. Project estimated cost is \$35,000. The grant program requires one-third of the project cost be locally sourced. Property owner Les Buesgens has agreed to split the \$11,900 local match with the City. As such, our local share is \$5,950 plus \$2,125 in local in-kind (staff time) contribution for a total project value of \$37,500.

Community Development Director Smith Strack further explained the first project listed above resulted from discussion at the Council level regarding extension of the northern sanitary interceptor sewer.

No further action is necessary.

5.3. Restoration, Opportunity, Sustainability, and Enterprise (ROSE) Loan Program.

Community Development Director Smith Strack explained that over the previous several months the EDA worked to refine the façade improvement loan program so as to provide more value for the public's investment. Attached with Community Development Director Smith Strack's memo was the final updated loan program guidelines and a program summary for distribution to interested property owners. Commissioner Shutes has worked with staff to create a simple summary of the program to be used in marketing and describing the program to potential users.

Councilmember Coleman remarked on the video entitled Main Street Revolution, a series of seven programs in which corporate sponsors, including members of the Shark Tank team, create a dialogue with small businesses on how to survive and thrive. He will forward the information to Community Development Director Smith Strack for distribution. Commissioner Doyle said she submitted a public survey in response to a media invitation she received to nominate Belle Plaine for a similar incentive.

MOTION by Commissioner Fahey, second by Commissioner Coleman, to recommend the City Council approve the loan policy and procedures for BPEDA's Restoration, Opportunity, Sustainability and Enterprise (ROSE) Loan Program. ALL VOTED AYE. MOTION CARRIED.

5.4. Chamber Sign Discussion.

Community Development Director Smith Strack explained that earlier this year the EDA discussed accepting the donation of the Chamber of Commerce sign at 801 Prairie Street. The sign is within a City owned road easement and currently the property of the Chamber of Commerce. The EDA discussed potentially using the sign for directional purposes or to highlight local businesses and/or event. The sign was not envisioned as functioning an entry sign. Also as discussed the sign orientation is somewhat problematic in that it isn't easily visible or noticeable from north and southbound lanes of traffic on 169. Staff was directed to research pricing for re-facing of the sign. The estimates involve recreating the existing sign with vinyl. Estimates are approximately \$2,000.

The Commissioners were requested to discuss the following:

1. Confirm intended function of the sign: directional for areas/public wayfinding (e.g. Meridian Street, Downtown, High School with directional arrow or next exit), pure commercial advertising (pay to advertise, managed by City), City placemaking (Belle Plaine, home of the . . . or our tagline which is 'the city that works'), or demolish and add entry monument.
2. Confirm approach to issue regarding sign orientation to highway: leave as existing or triangulate to maximize exposure to 169.
3. Next steps: does the EDA want to accept sign donation? What/when are we doing something with it?

Commissioner Pressley asked about the durability of the sign. Community Development Director Smith Strack explained the sign has steel beams with a metal plate. Commissioner Doyle commented the sign should be located near the entrance into the City and announce activities and festivities. She believed the current site location is not visible to highway motorists. Commissioner Krant commented that a possibility would be to utilize it as a billboard, making it available for local businesses to advertise. Commissioner Pressley believes the sign is not conducive for business advertising nor as directional signage. He commented that perhaps the school district may find a use for it. Commissioner Krant questioned whether a sign company would be willing to offer suggestions for revitalizing the sign.

MOTION by Commissioner Coleman, second by Commissioner Doyle, to decline the Belle Plaine Chamber of Commerce's offer to have the EDA take ownership of the sign. ALL VOTED AYE. MOTION CARRIED.

5.5. Bikeways (for December 7th Joint Meeting – Destination BP 2040).

Community Development Director Smith Strack explained the Council, EDA, Planning Commission, Park Board, and Design Committee will be meeting in joint session on December 7, 2016. This is the fourth meeting in the *Destination Belle Plaine 2040* Comprehensive Plan update process. The December 7th meeting will focus on all modes of transportation. One discussion will focus on the potential to create connections for bicyclists. Attached with Community Development Director Smith Strack's memo was a map of existing and future trails. She asked the Commissioners for their observations of local bike traffic patterns.

Commissioner Fahey said she has observed bicyclists along the north side of Main Street between downtown and Coborns. They appear to be young children or middle-aged people. She noted that avid bicyclists make a stop at KwikTrip and has often seen two or three bikes there. The other popular areas appear to be County Road 6 (Blakeley road) and the library area. Commissioner Fahey also reported the bike racks near the high school are often full during the summer months. Commissioner Doyle sees young children and their parents on the sidewalks and trail, particularly along Orchard Street. She also believes there are a number of people that use their bikes to get to and from work. Commissioner Pressley noted bicyclists at the pool, Kwik Trip, McDonalds, Coborns, and the library. Commissioner Coleman has observed bicyclists along Hickory Boulevard heading to Coborns. Commissioner Fahey suggested the Lutheran Home Association be asked information as to whether their employees bike to work.

6. ADMINISTRATIVE REPORTS.

6.1. Commissioner Comments.

Commissioner Pressley explained that he will be traveling for work in December and will be unable to attend the December 12th meeting. The Commissioners thanked Mr. Pressley for his support of the EDA.

6.2. Director's Update.

Community Development Director Smith Strack summarized the highlights of activities listed in the Director's Report.

6.3. Upcoming Meetings.

- 1. Destination BP 2040, Transportation Module, 6:00 pm, Wed., Dec. 7, 2016.**
- 2. Next Regular Session, 5:00 pm, Mon., Dec.12, 2016.**

The Commissioners were reminded of the upcoming meetings as listed.

7. ADJOURNMENT OF REGULAR SESSION.

MOTION by Commissioner Pressley, second by Commissioner Fahey, to adjourn the Regular Meeting at 5:59 p.m. ALL VOTED AYE. MOTION CARRIED.

8. WORK SESSION.

8.1. Financial and Technical Incentives Available Through BPEDA

Community Development Director Smith Strack provided a Power Point regarding the BPEDA's access to several financial and technical programs for assisting businesses. Some programs are provided locally, others at a state level, and still others provided by the State but administered locally. The purpose of the review is to become more familiar with available resources. The programs include Tax Increment Financing, Tax Abatement, Revolving Loan, Façade Loan (ROSE Program), State DEED programs, business technical assistance and workforce development assistance.

Chair Krant adjourned the work session at 6:22 p.m.

Respectfully submitted,

Patricia Krings
Recording Secretary