

**BELLE PLAINE ECONOMIC DEVELOPMENT AUTHORITY
REGULAR MEETING
DECEMBER 12, 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, December 12, 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, Nathan Shutes, Cary Coop and Dick Coleman. Commissioner Henry Pressley was not present. Also present was Community Development Director Cynthia Smith Strack.

Community Development Director Smith Strack and the Commissioners acknowledged the dedication and support of Commissioner Henry Pressley, Jr. as an EDA member. Mr. Pressley's term as a Commissioner expires December 31, 2016.

2. APPROVAL OF AGENDA.

MOTION by Commissioner Coleman, 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 November 14, 2016.

MOTION by Commissioner Coop, second by Commissioner Fahey, to approve the Regular Session Minutes of November 14, 2016. ALL VOTED AYE. MOTION CARRIED.

4. TREASURERS REPORT.

4.1. Approval of Bills.

MOTION by Commissioner Fahey, 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 explained the Façade Improvement Loan year to date expenditures currently at \$7,500. The current balance of Fund 800, Revolving Loan Fund is (unaudited) \$159,057.19. The current outstanding principal is \$161,333.13 with outstanding interest of \$11,542.76. All loans are current.

5.2. 2016 Annual Report Draft.

Community Development Director Smith Strack explained the EDA enabling resolution requires the EDA to submit an annual report to the City Council. She presented a draft report for review and comment. The report addresses: EDA core functions, metrics for evaluating efforts, and a status report on 2016 goals.

Community Development Director Smith Strack had contacted the Scott County Assessor inquire about the low market value of properties in Belle Plaine when compared to neighboring cities. The Assessor explained that recent commercial and industrial sales in Belle Plaine were below the market value. Also, sales in the township affect market values within the City due to MUSA boundaries. The annual report showed detailed information on historic market values, unemployment rates, and housing starts. The 2016 Goals were reviewed. A joint meeting regarding Open Meeting Laws will be conducted in February 2017 by the League of Minnesota Cities. The new JOBS page on the City's website will be available soon and the cost of implementation was offset by grant funds from Scott County CDA.

President Krant and the Commissioners acknowledged the work of Community Development Director Smith Strack for the preparation of the annual report. After next month's final review by the EDA, the report will be presented to the City Council for approval.

5.3. Draft Maxfield Commercial/Industrial Market Study

Community Development Director Smith Strack distributed each EDA member a bound copy of a draft commercial/industrial market study completed by Maxfield Research and applicable to Scott County cities.

The study contains detailed analysis of retail, office, and industrial markets, inventories existing market supply, and forecasts demand for commercial and industrial uses at a regional and local level.

Community Development Director Smith Strack lead the Commissioners in review of the Maxfield Research Study and explained this detailed data creates a very useful tool for the EDA, Planning Commission and Council.

The Commissioners were presented information on demand for commercial and industrial buildings, indicating that industrial demand was larger than commercial. The report shows Belle Plaine will have a demand for over 1M square feet of commercial and industrial space by 2040. Highlights in the demographic analysis section were reviewed, including educational and consumer expenditure.

The Commissioners thanked Community Development Director Smith Strack for presenting the highlights of the Maxfield Commercial/Industrial Study. Commissioners Krant and Coleman expressed interest in attending a joint work session with the City Council during their review of the Maxfield Study.

5.4. 2017 Goals.

Community Development Director Smith Strack explained that a summary of EDA goals established for 2016 and updates on progress for said goals is included in the 2016 EDA annual report.

The EDA will discuss potential goals for 2017, including:

1. Goals Continuing from 2016:
 - a. Continued familiarization with available incentives/assistance.
 - b. Be mindful of open meeting law and data practices act (LMC's Quinn O'Reilly to present training session in January or February).
 - c. Continue meeting with Council and other Boards, Committees, and Commissions on a quarterly basis.
 - d. Continue monitoring the adequacy of access to capital for start-ups and expanding businesses.
 - e. Continue to examine grass roots effort to establish private equity firm that champions local businesses.
2. New efforts (examples only):
 - a. *Market shovel ready industrial lot adjacent to Public Works Building (or create shovel ready industrial lots).*
 - b. *Grow rooftops: multiple family, millennial housing, complete housing supply. See results/recommendations contained in Maxfield Housing Market Study (attached).*
 - c. *Business retention and expansion visits with (i.d. businesses, or establish a numerical goal).*
 - d. *Collaborative efforts (school district, park board, chamber, others?) – build fabric of the community.*
 - e. *Create a use if TIF/abatement policy and request approval from the City Council.*

- f. Big box – second look. Urban Land Institute Technical Institute Panel.*
- g. Sand lot – build a model (ULI or CDA collaboration).*
- h. Conduct small-group interview with RMC and TLHA (at their place) to debrief on City regulatory and review process related to their project. Perhaps one EDA Member, on PC Member, and one Council Member.*

Due to time constraints, it was the consensus of the Council to review the goals in further detail at the next EDA meeting.

6. ADMINISTRATIVE REPORTS.

6.1. Commissioner Comments.

There were no further Commissioner comments.

6.2. Director's Update.

The Director's Update will be provided at the next meeting.

6.3. Upcoming Meetings.

- 1. Next Regular Session, 5:00 pm, Monday, January 9, 2017.**

The Commissioners were reminded of the next meeting as listed.

7. ADJOURNMENT OF REGULAR SESSION.

MOTION by Commissioner Coop, second by Commissioner Fahey, to adjourn the meeting at 6:32 p.m.
ALL VOTED AYE. MOTION CARRIED.

Respectfully submitted,

Patricia Krings
Recording Secretary