



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

MONDAY, MARCH 14, 2016  
5:00 P.M.

5:00  
P.M.

1. CALL TO ORDER. 1.1. Roll Call.
2. APPROVAL OF AGENDA.
3. APPROVAL OF MINUTES.
  - 3.1. Regular Session Minutes of February 8, 2016.
4. TREASURERS REPORT.
  - 4.1. Approval of Bills.
5. BUSINESS.
  - 5.1. Financial Incentives Update.
  - 5.2. EDA Exercise of HRA Powers.
  - 5.3. Meeting BR&E Task Force.
  - 5.4. Removal of Chamber Sign.
  - 5.5. Sand Lot – Idea and Information Exchange.
  - 5.6. Dementia Friendly Communities/Act on Alzheimers Grant Opportunity.
6. ADMINISTRATIVE REPORTS.
  - 6.1. Commissioner Comments.
  - 6.2. Director's Update.
  - 6.3. Upcoming Meetings.

Next Regular Session, 5:00 pm, Monday, April 11, 2016.
7. ADJOURNMENT OF REGULAR SESSION.

**BELLE PLAINE ECONOMIC DEVELOPMENT AUTHORITY  
REGULAR MEETING  
FEBRUARY 8, 2016**

**OATH OF OFFICE.**

**Dick Coleman**

City Administrator Smith Strack administered the Oath of Office to re-appointed member Dick Coleman.

**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, February 8, 2016 at City Hall, 218 North Meridian Street, Belle Plaine, MN. President Rick Krant called the meeting to order with Commissioners Henry Pressley, Dick Coleman and Crystal Doyle present. Commissioners Lisa Fahey and Cary Coop arrived at 5:07 p.m. and 5:24 p.m. respectfully. Commissioner Nathan Shutes was not present. Also present was Community Development Director Cynthia Smith Strack.

**2. APPROVAL OF AGENDA.**

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

**ELECTION OF OFFICERS.**

- 1. President**
- 2. Vice President**
- 3. Treasurer**
- 4. Assistant Treasurer**
- 5. Secretary**

President Krant turned the gavel to Acting Vice President Dick Coleman.

MOTION by Commissioner Coleman, second by Commissioner Pressley, to nominate Rick Krant as President, Lisa Fahey as Vice President, Dick Coleman as Treasurer, Crystal Doyle as Assistant Treasurer, Pat Krings as Secretary, to close the nominations, and cast a unanimous vote. ALL VOTED AYE. MOTION CARRIED.

President Krant presided for the remainder of the meeting.

Commissioner Fahey arrived at 5:07 p.m.

**3. APPROVAL OF MINUTES. 3.1. Regular Session Minutes of January 11, 2016.**

MOTION by Coleman, second by Fahey, to approve the Regular Session Minutes of January 11, 2016 as presented. ALL VOTED AYE. MOTION CARRIED.

**2. TREASURERS REPORT.**

**4.1. Approval of Bills.**

MOTION by Commissioner Pressley, second by Commissioner Fahey, to approve the payment of bills. ALL VOTED AYE. MOTION CARRIED.

**5. BUSINESS.**

### **5.1. Financial Incentives Update.**

Community Development Director Smith Strack reported that year to date expenditures of the Façade Improvement Loan program are currently at zero. One FILP loan approved in 2015 has not been paid out and one \$1,500 application was approved by the Board in January (Neisen's Corner Bar). The current balance of Fund 800, Revolving Loan Fund, is \$144,984.14. The current outstanding principal is \$179,908.62 with outstanding interest of \$13,751.17. All loans are current.

### **5.2. Discussion: EDA Exercising HRA Powers.**

Community Development Director Smith Strack explained the Council established an EDA (economic development authority) in 1990 and a HRA (housing and redevelopment authority) in 1991. A copy of each organization's enabling resolution was attached with her memo. Both organizations hold HRA powers – a duplication of authority, administrative process, and practice. The EDA enabling resolution authorizes EDA exercise of statutory HRA powers. The HRA has also been granted statutory HRA powers. Both organizations have levy authority. Each is authorized to levy up to 0.0185% of estimated market value for administrative program purposes, however, only one may exercise that authority on an annual basis unless the total levy is less than the statutory threshold. The distinction is relevant as the EDA and HRA are currently funded under this 0.0185% levy.

The Belle Plaine HRA consists of the four City Council Members (i.e. not the Mayor). The HRA has met an average of two times per year since 2012. Prior to that the HRA did not meet even annually. At its annual meeting in January the HRA addressed the effectiveness of past programs and function of the HRA. Since the EDA meets on a monthly basis it was suggested the EDA could exercise HRA powers and the independent HRA could be retired. This would create efficiency in local government and keep HRA agenda items at the forefront on a monthly versus annual basis. The HRA was supportive of relinquishing duties to the EDA.

Commissioner Coop arrived at 5:24 p.m.

Commissioner Coleman inquired as to the budget impact if the HRA is dissolved. Community Development Director Smith Strack explained the HRA monies would remain available for housing-related projects as administered by the EDA. She also noted that a public hearing would be scheduled for the dissolution of the HRA. Scott County HRA would continue as the Section 8 Housing Authority. Commissioner Coop commented that it is important to identify HRA monies for housing related programs. Community Development Director Smith Strack explained the HRA will remain operational through 2016 and the proposed dissolution would occur in 2017. She will provide more information as to the budget impacts at the next meeting.

### **5.3. Discussion: Activation of Vacant Store Front Windows – Downtown.**

Community Development Director Smith Strack explained that vacant store fronts can have a depressing effect on the business district. The Design Committee has been discussing potential remedies for vacant storefront windows in the Downtown and would like input from the EDA regarding funding for a project. Included with Community Development Director Smith Strack's memo were photos of vacant store fronts. She explained that building occupancy is an indication of economic health: more activity equates to feeling of prosperity; conversely vacant buildings convey a feeling of decline. Some communities have promoted efforts to combat the negative effects of vacancies in downtowns by treating storefronts in a purposeful fashion and making them appear inhabited. While activation of the storefront with a long term tenant is the ultimate goal, short-term alternative initiatives can reflect a more positive overall commercial message.

The Design Committee has discussed several short-term strategies and has narrowed its focus to installation of graphic design in storefront windows utilizing window clings. At this time special funding is not available in the EDA budget.

The Commissioners discussed the project. Commissioner Doyle was in favor of the project and commented on the importance of a vital downtown. She asked if there are regulations requiring building owners to maintain their buildings in an acceptable manner. Community Development Director Smith Strack replied that larger cities adopt regulations, but generally not smaller communities. Commissioner Fahey agreed with requiring standards for vacant buildings. Commissioner Pressley commented that it appears the store front window project would not create an unfair advantage to other building owners. Commissioner Coleman suggested that senior high students be considered to assist with the painting and cleaning of buildings. Commissioner Krant commented on the need for the building owner to bring the building up to presentable standards in addition to adding window clings. Commissioner Coop suggested the utilization of the Arts in the Parks program. Commissioner Doyle noted that a neighboring restaurant utilizes the window cling concept indicating a brewing operation to enhance their customers experience in the tap room. Commissioner Krant asked if the window clings would be expended from the Façade Improvement Loan program. Community Development Director Smith Strack cautioned the Commission on the current draw of the RLF. Commissioner Coop and Pressley, as representatives of the City Council, noted that Council support of this program would be dependent on the cost impact. Community Development Director Smith Strack said there is a need for further discussion at the EDA level involving incentives to fill vacant buildings and noted that home occupation businesses may be considered. Commissioner Krant commented that it would be interesting to understand the root cause of the vacant buildings. Community Development Director Smith Strack commented that these issues will be addressed as the EDA moves forward with further discussion on revitalization.

Commissioner Fahey departed at 5:43 p.m.

#### **5.4. Authorization to Execute Intercreditor Agreement with Metropolitan Consortium of Community Developers: Angie's Infant and Toddler Care.**

Community Development Director Smith Strack explained the EDA and the Metropolitan Consortium of Community Developers (MCCD) have both loaned funds to Angie's Infant and Toddler Care. In addition to first position on several vehicles the EDA also has a stake in general personal property and business assets. MCCD also has a stake in the business assets. MCCD is requesting execution of the intercreditor agreement.

MOTION by Commissioner Coop, second by Commissioner Doyle, to authorize the execution of the Intercreditor Agreement with Metropolitan Consortium of Community Developers for Angie's Infant and Toddler Care. ALL VOTED AYE. MOTION CARRIED.

#### **5.5. Joint City Council, Board, Committee, and Commission Meet & Greet: March 9, 2016.**

Community Development Director Smith Strack reported that each EDA Member will be receiving an invitation to a meet and greet joint meeting with the Council. The meet/greet will be informal and provide an opportunity for each City Board, Committee, and Commission to provide a synopsis of 2015 projects and goals for 2016.

President Krant said he will be speaking on behalf of the Design Committee and asked for volunteers. Commissioner Coleman volunteered and will be contacting Community Development Director Smith Strack to assist with his presentation.

### **6. ADMINISTRATIVE REPORTS.**

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

There were no further comments.

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

The Commissioners reviewed the Director's Update that was provided by Community Development Director Smith Strack.

## **6.3. Upcoming Meetings.**

- 1. Destination Belle Plaine, Summit Meeting, 6:00 p.m. Wednesday, March 9, 2016.**
- 2. Next Regular Session, 5:00 p.m., Monday, March 14, 2016.**

The Commissioners were reminded of the upcoming meetings as listed.

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

MOTION by Commissioner Coop, second by Commissioner Pressley, to adjourn the regular session at 6:08 p.m. ALL VOTED AYE. MOTION CARRIED.

## **8. WORK SHOP.**

Community Development Director Smith Strack explained that at the January meeting, the EDA discussed specific goals for 2016. The EDA requested a discussion about development at the Enterprise Drive overpass. Attached with Community Development Director Smith Strack's memo was a map of the subject area. Also provided at the meeting were maps of planned land use, zoning, municipal utilities and wetlands. The other subject brought forward was the flowchart regarding local financial incentives potentially available to qualifying projects.

The Commissioners viewed the aerial map and the parcel acreage. Community Development Director Smith Strack informed the Commissioners that property owners near the Enterprise Drive Overpass were not interested in platting their property at this time. However, there was a property owner near the TH25 interchange that was interested. Grant funds from the Scott County CDA are being sought to assist with the platting of land. If grant funds are awarded, the property owner would be responsible for approximately one-third of the cost.

Two sample flowchart scenarios for financial incentives were presented, based upon the amount as to whether it was greater than one million dollars or less. The flowchart would assist the Commissioners in conversations about financial incentives available to prospective business owners.

President Krant adjourned the workshop at 6:26 p.m.

Respectfully submitted,

Patricia Krings  
Recording Secretary



## MEMORANDUM

DATE: March 14, 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 Approval 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  
 MARCH 2016

Act Code                      Check Name    Amount    Comments

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**FUND 801 ECONOMIC DEVELOPMENT AUTHORITY**

**DEPT 460500 DEVELOPMENT**

801-460500-201000	OFFICE DEPOT, INC	\$41.50	EDA - OFFICE SUPPLY
801-460500-201000	PROGRESSIVE PRINTING	\$18.56	OFFICE SUPPLY - EDA
801-460500-207000	SBP DESIGN CONSULTING LLC	\$140.00	EDA - EDUCATION/CONF
801-460500-207000	SAFE ASSURE CONSULTANTS, INC.	\$301.85	2016 ANNUAL SAFETY - EDA
801-460500-322000	PURCHASE POWER	\$29.94	POSTAGE - EDA
801-460500-343000	WELLS FARGO REMITTANCE CNTR	-\$29.00	EDA - MARKETING - SHUTTERST

*CLS  
3-9-16*

**DEPT 460500 DEVELOPMENT**

\$502.85

**FUND 801 ECONOMIC DEVELOPMENT AUTHORITY**

\$502.85

\$146,877.88



## MEMORANDUM

DATE: March 14, 2016  
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 was approved by the Board in January (Neisen's Corner Bar).

#### **Revolving Loan Fund**

The current balance of Fund 800, Revolving Loan Fund, as of the date of this memo is \$146,269.60. The current outstanding principal is \$178,062.12 with outstanding interest of \$13,519.28. All loans are current.

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

#### **ACTION**

The aforementioned information is for your information and discussion. Acknowledgement of the financial incentive update is kindly requested.



## MEMORANDUM

DATE: March 14, 2016  
TO: EDA President Krant, EDA Board Members, and Administrator Kreft  
FROM: Cynthia Smith Strack, Community Development Director  
RE: Item 5.2 EDA Exercising HRA Powers

**REQUEST: Discussion regarding EDA exercising HRA powers.**

### GENERAL INFORMATION

As discussed at the February EDA meeting, both the EDA and HRA organizations hold HRA powers – a duplication of authority, administrative process, and practice. At this time the HRA consists of the four City Council Members (i.e. not the Mayor). The HRA has met an average of two times per year since 2012. Prior to 2012 the HRA did not meet annually.

At its annual meeting in January the HRA addressed the effectiveness of past programs and function of the HRA. As part of that broader discussion it was noted the EDA may exercise HRA powers. Since the EDA meets on a monthly basis it was suggested the EDA could exercise HRA powers and the independent HRA could be retired. This could create efficiency in local government and keep HRA agenda items at the forefront on a monthly versus annual basis. I'm attaching a January 2016 memo to the HRA regarding annual report/potential goals.

The EDA requested a bit more information during their February meeting, specifically:

1. Can the existing HRA Fund (802) remain separate and independent of the EDA Fund (801). The HRA fund balance is approximately \$130,000 and according to Finance Director Dawn Meyer maintaining a separate HRA Fund is not an issue in the event the independent HRA is retired.
2. Under the statutory EDA/HRA levy authority (0.0185), what is the maximum dollar value that could have been levied in 2016 and what did we actually levy in 2016? The total that could have been levied in 2016 was \$103,121.50 and \$89,100 was actually levied.

If transfer of HRA responsibilities is acceptable to the EDA and the HRA, the City Attorney has advised three separate actions may be needed: approval of a revised EDA enabling resolution by the City Council, a vote to retire the HRA by the HRA, and a vote to accept the HRA duties by the EDA. Appropriate documents would be drafted by the City Attorney.

### **ACTION**

Direction to staff to proceed with HRA retirement/EDA exercise of HRA powers or not.



## MEMORANDUM

DATE: March 14, 2016  
TO: EDA President Krant, EDA Board Members, and Administrator Kreft  
FROM: Cynthia Smith Strack, Community Development Director  
RE: Item 5.3 Meeting of BR&E Task Force

**REQUEST: Discussion: reconvene meeting of BR & E Task Force.**

### GENERAL INFORMATION

The Chamber recently held an annual meeting. One item discussed was outcomes of the BR & E effort in 2014-15. The Chamber would like to informally reconvene the BR&E task force to discuss what came out of the project i.e. updates on four outcomes. It may be an opportunity to introduce the 2040 Comprehensive Plan amendment and potential to discuss economic resiliency.

### ACTION

Discussion and establish potential meeting dates/times.



## MEMORANDUM

DATE: March 14, 2016  
TO: EDA President Krant, EDA Board Members, and Administrator Kreft  
FROM: Cynthia Smith Strack, Community Development Director  
RE: Item 5.4 Removal of Chamber Sign

**REQUEST: Discussion: interest in taking over Chamber sign.**

### GENERAL INFORMATION

The Chamber currently owns/operates a sign near the City's water treatment plant adjacent to Highway 169. At an annual retreat the Chamber Board voted to take the sign down. Staff is wondering if the EDA has any interest in retaining the sign.

The sign is located in the City's right-of-way versus the DOT right-of-way. As illustrated in the attached photos the sign frame (vertical structural members) are steel I-beams.

### **ACTION**

Discussion and decision making.



DISCOVER



DINE • SHOP • STAY

CHAMBER of COMMERCE





## MEMORANDUM

DATE: March 14, 2016  
TO: EDA President Krant, EDA Board Members, and Administrator Kreft  
FROM: Cynthia Smith Strack, Community Development Director  
RE: Item 5.5 Information and Idea Exchange – Sand Lot

**REQUEST: Input on idea exchange.**

### GENERAL INFORMATION

A proposed goal for 2016 is to hold an informal luncheon with various stakeholders regarding the sand lot. The purpose of the meeting would be to determine what could be possible, what hurdles need to be cleared, what connections need to be made, and best options for putting the property to a productive use. The meeting should be conducive to idea and information exchange.

The following input is requested:

1. Appropriate venue – close to sand lot so we can see it?
2. Potential meeting date/time.
3. Invitation list – *Wayne Schmidt, Matt Kes, other builders, Jennifer Shinehouse (or Steve Gansen), other adjacent property owners, former owner of property, finance representatives, real estate representatives, architect, Building Official, Mayor, EDA Member, representative from Chard (removed building), restaurateur, etc.*
4. How to organize discussion – who moderates?
5. Background information that would be useful.
6. Other thoughts?

### ACTION

Discussion and decision making.



## MEMORANDUM

DATE: March 14, 2016  
TO: EDA President Krant, EDA Board Members, and Administrator Kreft  
FROM: Cynthia Smith Strack, Community Development Director  
RE: Item 5.6 Grant for Dementia Friendly Community Activities

**REQUEST: Authorize grant submittal.**

### GENERAL INFORMATION

The Lutheran Home Association is spearheading local effort to create a "Dementia Friendly Community". City Administrator Kreft and I have been attending organizational meetings. Dementia Friendly Communities are designed to help persons with dementia do things like go to the bank to make a deposit, go to the grocery store and find the frozen food aisle, or go to their favorite restaurant and order breakfast, even if they can't remember who they are or why they are where they are.

Dementia friendly communities contribute to economic vitality by (a) keeping residents with dementia active in the local retail and service economy, (b) keeping residents with dementia in the City as opposed to moving elsewhere, and (c) keeping caretakers and those suffering from dementia healthier.

In 2015 it's estimated nearly 90,000 Minnesotan's were suffering with Alzheimer's Disease (the most predominant cause of dementia) and number expected to increase to 120,000 by 2025. About 11% of seniors suffer from Alzheimer's and it's the sixth leading cause of death in Minnesota. Over 248,000 Minnesotan's are providing care for loved one's suffering from Alzheimer's; the estimated value of this unpaid care is \$3.4 billion dollars annually.

Attached please find information on a grant available to communities in Minnesota (up to \$14,000, no match required) to launch community engagement efforts relating to Dementia Friendly Communities/ACT on Alzheimer's. The grant could help further local efforts to become dementia friendly. TLHA may be able to apply for the grant, or the City may be required to apply on behalf of our local effort.

### ATTACHMENTS

- Request for Grant Applications
- Information on ACT on Alzheimer's

### ACTION

Consideration of the grant program and a recommendation to the City Council to authorize grant submittal is kindly requested.



**ACT on Alzheimer's Action Communities  
2016 Competitive Grants  
February 22, 2016**

**REQUEST FOR APPLICATIONS**

**Introduction**

ACT on Alzheimer's ( <http://www.actonalz.org/> ) through grants from Blue Plus (an HMO affiliate of Blue Cross and Blue Shield of Minnesota), the Medica Foundation and Greater Twin Cities United Way, has funds to launch community engagement efforts in eight (8) Minnesota communities. The funding purpose is to engage Minnesota communities in becoming dementia friendly. Communities that have previously received ACT funding for any phase of the Dementia Friendly Communities Toolkit process are not eligible to apply.

*A **Dementia Friendly Community** is informed, safe and respectful of individuals with dementia and their families, provides supportive options, and fosters quality of life.*

Eligible Minnesota communities must use the ACT on Alzheimer's® Dementia Friendly Communities Toolkit (<http://www.actonalz.org/toolkit>), undertake the community engagement processes defined by the toolkit, and implement at least one (1) major priority goal area identified through the process.

To support the work of communities, the ACT on Alzheimer's toolkit has four phases that guide communities in adopting dementia friendly practices across the community:

- Action Phase 1: Convene key community leaders and members to understand dementia and its implications for your community. Then, form an Action Team.
- Action Phase 2: Assess current community strengths and gaps concerning dementia using questionnaires in the toolkit.
- Action Phase 3: Analyze the community assessment findings and determine action priorities for your community.
- Action Phase 4: Create a community action plan and take action community-wide to become dementia friendly.

For information on the steps to complete each phase, visit: <http://www.actonalz.org/toolkit>.

**Use of Action Community Grant Funds**

Funded communities can use grant funds to cover costs associated with activities supporting the implementation of Phases 1 - 4 outlined above. This may include expenses for personnel, communications/marketing, meeting space/refreshments, photocopying, in-state travel and other

reasonable costs. Expenses to participate in ACT-hosted Learning Summit meetings can be covered by grant funds.

Grant funds cannot be used to purchase services for persons with Alzheimer's disease and related dementias, or for family caregiver support services. Funds cannot be used to pre-pay for activities beyond the end of the grant period.

### **Technical Assistance and Subject Matter Expertise**

In addition to the grant funds available in this Request for Applications, ACT on Alzheimer's and its partners (regional Area Agencies on Aging and Alzheimer's Association Minnesota North Dakota) will offer technical assistance and subject matter expertise to grantee Action Communities that may include the following, depending on the needs of the grantee community and availability of resources:

- Assistance with planning and participation in a kick-off meeting or event
- Assistance with agenda planning, meeting facilitation, and process coaching
- Support to facilitate goal prioritization
- Assistance developing an action plan
- Assistance in identifying resources to support the action plan
- Provision of subject matter expertise on Alzheimer's disease and related dementias and needs of the person with the disease and families

Applicants are required to consult with your regional Area Agency on Aging and regional Alzheimer's Association staff prior to submitting your application. The regional Area Agency on Aging contact can be found at: <http://mn4a.org/aaas/>. The Alzheimer's Association liaison to ACT on Alzheimer's is Debbie Richman ( [drichman@alz.org](mailto:drichman@alz.org) ).

### **Eligible Applicants**

Awards will be made to 501c (3) nonprofit organizations serving as the fiscal agent for the Action Community. Awards may also be made to governmental units and for-profit organizations. Only one organization may serve as a fiscal agent and apply on behalf of an Action Community. The fiscal agent must have the ability to apply for and receive the ACT on Alzheimer's grant funds and is responsible for funds administration and fulfillment of project activities. Neither a regional Area Agency on Aging nor the Alzheimer's Association Minnesota North Dakota can be an applicant.

Communities can be defined as geographic, such as a neighborhood, city, or county, or a community of shared interest, such as a faith, ethno-racial, or cultural community.

ACT on Alzheimer's seeks to fund Minnesota communities ready to operate at Phase 1, 2, or 3 of Toolkit implementation (see Phases above and at: <http://www.actonalz.org/toolkit> ).

Applicants must demonstrate the following to be considered for funding:

1. The community has shown an interest in Alzheimer's and related dementia-awareness initiatives in the past, specifically through involvement in local or regional awareness efforts or related initiatives.
2. Has one or more people who are inspired and invested in being involved in a community process to collectively address how to become dementia friendly. These influencers or champions are committed to starting a conversation with key community leaders about preparing for dementia and forming an Action Team. (Review the Convene Phase resources for guidance on building your action team <http://www.actonalz.org/convene>.) Action Teams are strongly encouraged to include family caregivers and persons living with Alzheimer's on the team and in the process.
3. At least three different community sectors must be named as partners in the application. Sectors include, but are not limited to: business, caregiver service and support providers, health care, community service and support providers, legal and financial, local government and residential settings. (Review the Convene Phase resources for guidance on building your action team <http://www.actonalz.org/convene>.) The lead fiscal agent organization can be considered as one of the three required sectors and must submit a Letter of Commitment. An Area Agency on Aging and/or the Alzheimer's Association Minnesota North Dakota cannot be named as one of the three sectors.

### **Funding Awards**

Grants of up to \$14,000 will be made available to support a community's efforts in becoming dementia friendly. Communities must use the ACT on Alzheimer's Dementia Friendly Communities Toolkit, undertake the processes defined by the toolkit, and implement at least one (1) priority goal area identified through the process by November 31, 2017.

Funding can be used for activities to achieve at least one (1) but no more than two (2) identified priority goal areas. Each goal area may have multiple objectives and supporting activities covered by the funding.

The Metropolitan Area Agency on Aging (MAAA) <http://metroaging.org/> is the responsible fiscal agent for ACT on Alzheimer's. MAAA will work with each grantee to develop a contract following notification of grant award. Contracts will be between MAAA and the lead agency of each funded Action Community. The contract will outline the terms of funding and roles and responsibilities of both parties.

Funds for Phase 1, 2 and/or 3 activities will be advanced in total following execution of the contract with MAAA (see next section, Funding Amounts).

### **Funding Amounts**

Up to \$14,000 total will be available for each Action Community.

- Up to \$7,000 may be used to support activities in Phases 1, 2 and/or 3. Awarded funds spent on Phases 1, 2 and/or 3 will be subtracted from the total \$14,000 available to each Action Community.
- Up to \$7,000 plus unspent funds from Phase 1, 2 and/or 3 may be used for Phase 4 to execute at least one (1) and no more than two (2) priority goals identified by the ACT community engagement process.

Communities that receive funding will be eligible to submit an application to receive the additional funding award to implement the Phase 4 priority goals identified by the ACT community engagement process.

### **Funding Period**

Funds will be awarded approximately 3 weeks after the request for application deadline and must be spent by November 31, 2017.

To allow adequate time for the implementation of Phase 4 activities, work activities for Phases 1, 2 and 3 must be completed by no later than February 27, 2017.

### **Application Process and Timeline**

The 2016 Application (dated February 22), Workplan, Budget and Letters of Commitment must be physically received on or before 5:00 p.m. on April 4, 2016. Late responses shall not be accepted, shall automatically be disqualified from consideration, and will be promptly returned.

Communities that apply for and use funds for any or all of Phases 1-3 will be required to complete a short application for Phase 4 funds upon the completion of Phase 3.

### **Agreements**

#### **Learning Summit Participation**

Applicants must agree to participate in the annual ACT on Alzheimer's Learning Summit scheduled on June 13, 2016 at the Minnesota Landscape Arboretum. The Summit is an opportunity for Action Communities to learn best practices from each other, as well as ways to handle challenges and barriers. Expenses to participate in Learning Summit meetings can be covered by grant funds.

#### **Progress Tracking**

To demonstrate to ACT on Alzheimer's stakeholders, Blue Plus (an HMO affiliate of Blue Cross and Blue Shield of Minnesota), the Medica Foundation and Greater Twin Cities United Way, that these grants helped communities work towards becoming dementia friendly, the following reporting will be required of each funded Action Community:

Progress reports to include accomplishments, observations and lessons learned during Phases 1 – 3 (submission dates are August 29, 2016 and November 29, 2016).

Upon completion of Phase 3:

- Initial narrative progress report summarizing accomplishments, observations and lessons learned.
- Initial financial report to document use of funds, and to determine funding available for Phase 4 activities.

The initial narrative and financial reports must be submitted prior to requesting additional funding for Phase 4 but no later than March 20, 2017.

Upon completion of Phase 4:

- Final narrative progress report summarizing accomplishments, observations and lessons learned, In Phase 4 of the project.
- Final financial report to document use of Phase 4 funds.

The final narrative and financial reports must be submitted no later than December 31, 2017.

### **Application Scoring and Review Committee**

#### Scoring Criteria

Points will be awarded based on the applicant's ability to demonstrate that their project will move the community toward becoming dementia friendly.

Each of the 3 questions in the Narrative portion of the application is worth 10 points. The Work Plan and the Budget are each worth 10 points for a grand total of 50 points. Awarding the maximum number of points is based on the applicant's:

- Understanding of the community engagement process used in the ACT on Alzheimer's Dementia Friendly Communities Toolkit and its proposed use by the applicant community;
- Clarity of application narrative, work plan and budget, and how they complement one other; and
- Documented involvement and support from the identified sector partners.

#### Review Committee

The Application Review Committee will review and rate each application based on the criteria above. Scores from this review process are not the only basis for decisions. An application's overall ranking may be influenced by the nature/characteristics of the community involved or other factors.

The Review Committee will be comprised of representatives of ACT on Alzheimer's, Area Agencies on Aging, Alzheimer's Association Minnesota North Dakota, a person living with Alzheimer's disease, and a family caregiver.

Successful applicants may be asked to further define and/or refine the work activities and budget proposed.

Both successful and non-successful applicants will be notified by MAAA.



## What is a Dementia-Friendly Community?

A dementia-friendly community is a place where individuals with dementia:

- Are able to live good lives.
- Have the ability to live as independently as possible.
- Continue to be part of their communities.
- Are met with understanding.
- Are given support where necessary.

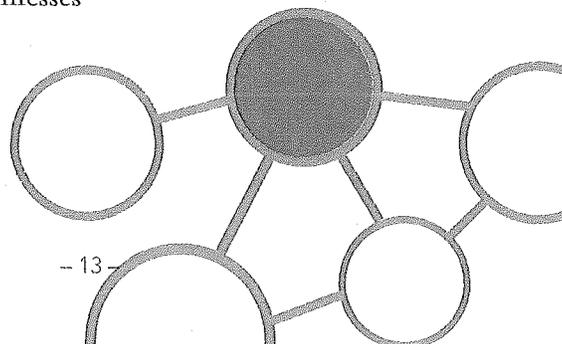
According to *Innovations in Dementia (2012)*, individuals with dementia described a dementia-friendly community as one that enabled them to:

- Find their way around and be safe.
- Access local facilities they are used to and where they are known (such as banks, shops, cafés, cinemas and post offices).
- Maintain their social networks so they feel they continue to belong.

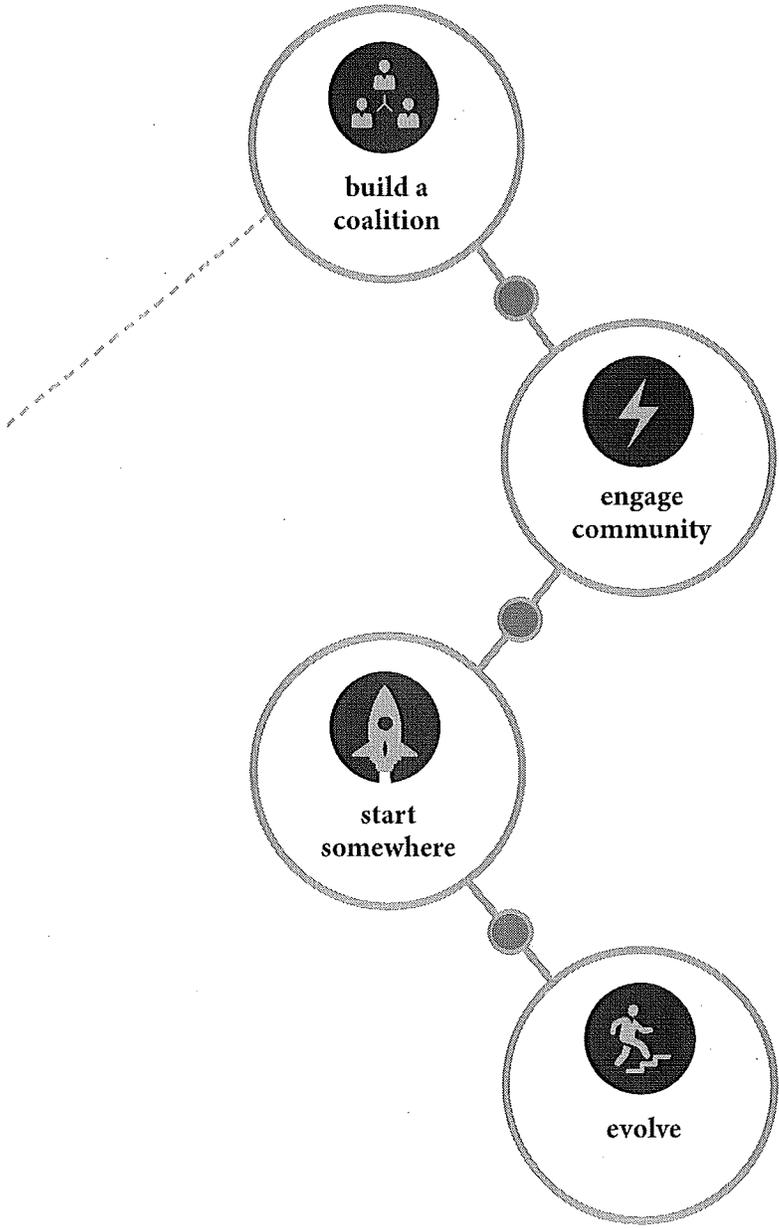
Dementia-friendly communities build infrastructure to support and take responsibility for enlarging the beneficial effect of services for individuals with dementia and their caregivers. To accomplish these goals, communities can develop new models of collaborative service delivery and advocacy.

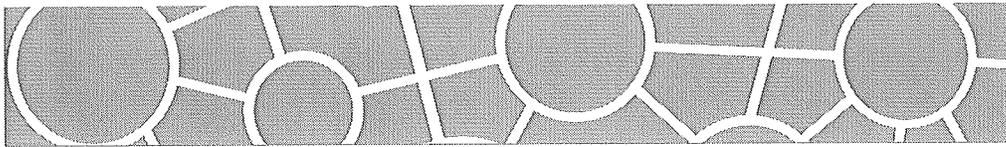
Areas of need to be addressed include:

- Public awareness
- Promotion of early detection
- Creation of environments that calm and support the reduction of anxiety for those with dementia
- Crisis capacity for mobile crisis teams
- Development of emergency placement facilities
- Successful care transition management between settings
- Voluntary sheriff registry and wandering programs
- Dementia-friendly businesses



The process for building a dementia-friendly community includes these recommended steps. However, a new initiative may start anywhere within the process to accommodate the uniqueness within a community. Communities should ask specific questions that are relevant to their individual needs and ascertain resources that are available and/or needed to create a successful and effective dementia-friendly initiative.

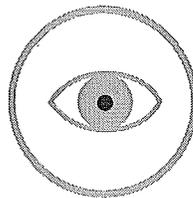




## Step One: Defining the Problem

This step includes asking questions that will help define the problem and assist in finding the data and resources to move forward in a community initiative. These questions may include:

- What community issues exist related to Alzheimer's disease and other dementias?
- What are the immediate issues and community needs?
- What data exist that will help define the number of individuals in the community living with dementia?

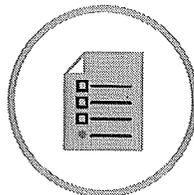
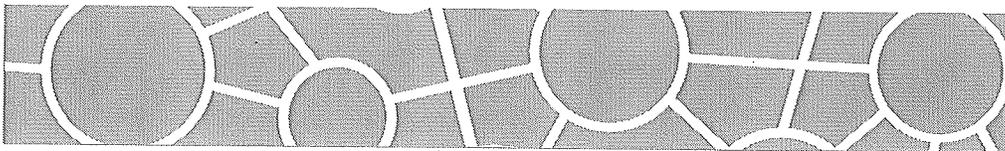


## Step Two: Creating a Vision

This step includes developing a vision and/or mission statement for the initiative that creates the bigger picture of the dementia-friendly initiative. It defines a timeline and goal and helps to answer the question of what the initiative means to the community and why the community is engaging in this effort.

Example of a vision or mission statement:

*Within 18 months, our community will create a sustainable dementia-friendly community that includes an effective and sustainable infrastructure to support individuals with dementia and their caregivers.*



## Step Three: Building a Plan

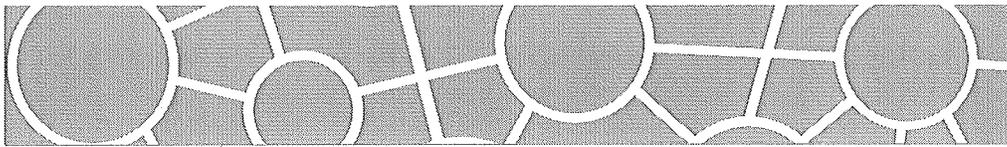
This step includes the assessment of existing resources within a community and the engagement of key leaders, stakeholders and partners to build a plan that is unique to a community. The views and opinions of the individuals with dementia and their caregivers must be at the center of any consideration or decision. This engagement provides for a sense of ownership, investment, responsibility and connectedness to the community for individuals with dementia and their caregivers.

Assessment activities may include:

- Individual interviews with potential partners and members of the project.
- Group meetings with key community leaders and members to identify the issues and assess current strengths and gaps.
- Organized events specifically to address dementia-friendly issues.

Sample questions or types of information may include:

- What issues motivate stakeholders to take action?
- Who are the individuals directly involved and affected by a dementia-friendly community initiative?
- What services does the community already have for individuals with dementia and their caregivers?
- Who is currently providing these services for individuals with dementia and their caregivers?

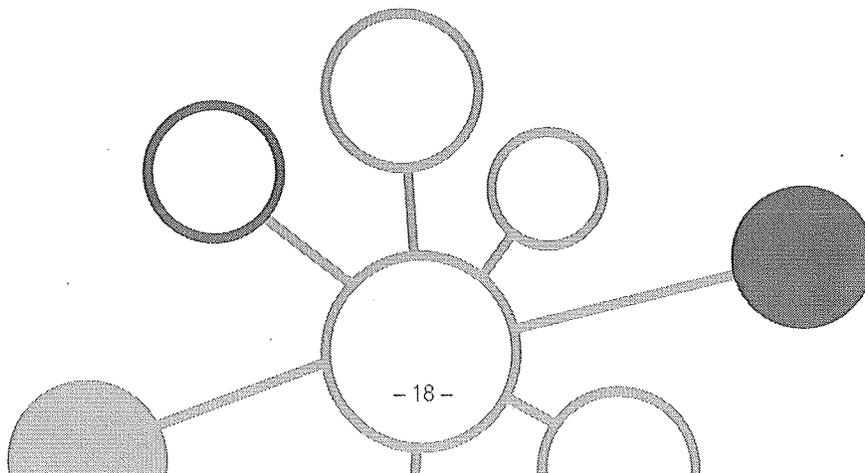


STEP THREE: BUILDING A PLAN *continued...*

- What is working within the community related to dementia-friendly activities?
- What is not working within the community related to dementia-friendly activities?
- What are the key issues as defined by interviews with key stakeholders and partners?
- What one activity for each identified issue could be implemented first or immediately?

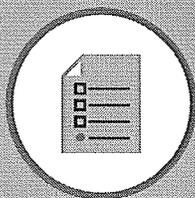
Assessment of current existing networks in the community may include the following for communication, education and volunteers:

- |  |                                 |
|--|---------------------------------|
| • Aging and Disability Resource Centers (ADRC)           | • Chambers of Commerce          |
| • Local Public Health Departments                        | • Banks                         |
| • Hospitals  | • Shops                         |
| • Health Care Clinics                                    | • Libraries                     |
| • Faith-Based Organizations and Churches                 | • Restaurants                   |
| • Senior Centers   | • Cinemas                       |
| • Nutrition Sites  | • Post Offices                  |
| • Businesses   | • Law Enforcement               |
| • Clubs, Service Organizations or other Voluntary Groups | • First Responders              |
|  | • Fire Departments              |
|  | • Emergency Medical Technicians |

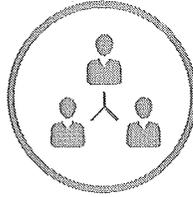
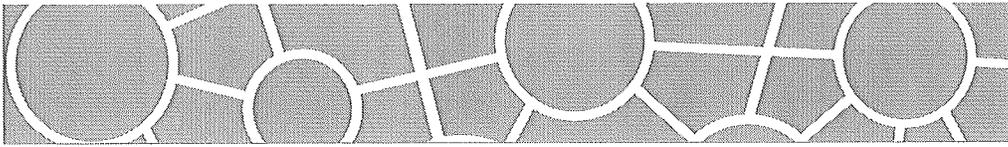




Several dementia-friendly community initiatives in Wisconsin began with a community event to engage leaders, stakeholders and potential partners. The following example is from the Jefferson County Aging and Disability Resource Center (ADRC):



The Jefferson County ADRC collaborated with the Alzheimer's Association of Southeastern Wisconsin to plan and implement a dementia summit in August 2013. The summit was held at the local hospital and brought together community stakeholders who had a vested interest in providing the resources needed for a sustainable infrastructure for those individuals with Alzheimer's disease and other dementias and their caregivers in Jefferson County. Attendees included caregivers of those with dementia and professionals from assisted living facilities, nursing homes, day centers, ADRCs, media, law enforcement, faith-based organizations, emergency room personnel and many others. During the summit, all participants were asked to share issues they had experienced with dementia in their individual sectors. The issues were then organized into nine categories. Nine task groups were formed to determine projects for each identified issue and bring back results for a follow-up summit that was held in May 2014. After the second summit, an ongoing Dementia Network (coalition) was formed. The network, called "Living Well with Dementia in Jefferson County," continues to meet monthly and utilizes a Facebook page for communication and outreach.



## Step Four: Building a Coalition or Network

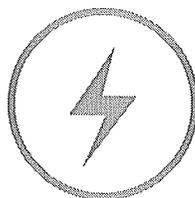
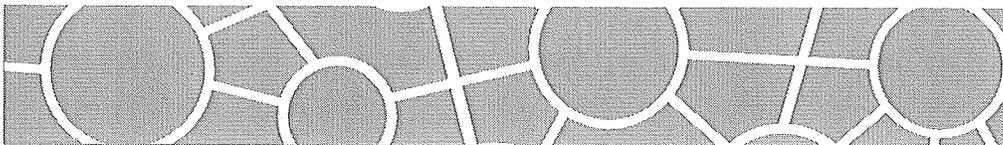
This step includes building a coalition or network to plan, implement, evaluate and sustain the efforts of a dementia-friendly community initiative. Coalitions that implement best practices consist of mutually engaged creative partnerships that honor each other's individual talents, ideas and resources and clearly communicate needs, abilities and desires. Several Wisconsin dementia-friendly coalitions began with dementia-friendly activities, such as memory cafés and dementia-friendly businesses, rather than a more formal coalition building process.

Coalition building activities may include:

- Checking with all local organizations and agencies to assess interest.
- Recruiting potential partners from local community groups, agencies or organizations, such as aging and disability resource centers, local public health departments, managed care organizations, hospitals, first responders, local government leaders, individuals with dementia and their caregivers, advocacy organization staff, assisted living or nursing home facilities, volunteer agencies and service organizations or agencies.
- Building small ad-hoc task groups or subcommittees and assigning activities from each identified issue.

Additional information on coalition building is available on the following websites:

- [www.countyhealthrankings.org/resources/community-health-partnerships-tools-and-information-development-support](http://www.countyhealthrankings.org/resources/community-health-partnerships-tools-and-information-development-support) (County Health Rankings & Roadmaps)
- [www.countyhealthrankings.org/sites/default/files/eightstep.pdf](http://www.countyhealthrankings.org/sites/default/files/eightstep.pdf) (Developing Effective Coalitions: An Eight Step Guide)

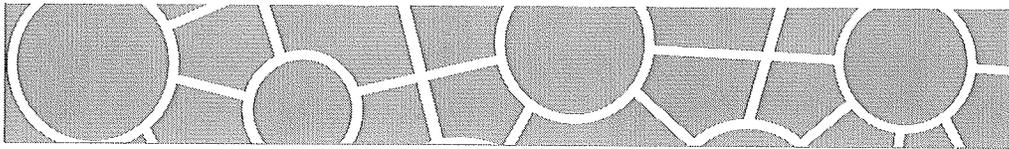


## Step Five: Engaging a Community

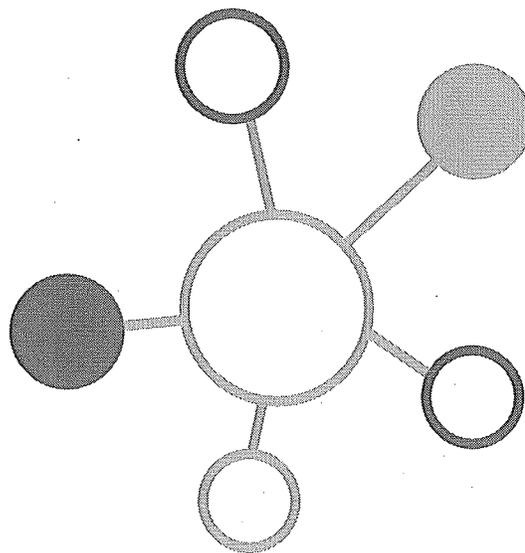
This step includes implementing activities that reach out to, educate and engage community members in dementia-friendly community initiatives through personal stories, events and other communication activities. Several Wisconsin dementia-friendly initiatives have implemented these types of activities, including those in Chippewa Falls, Jefferson County and Waukesha County.

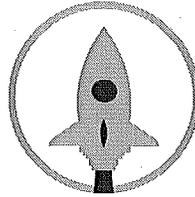
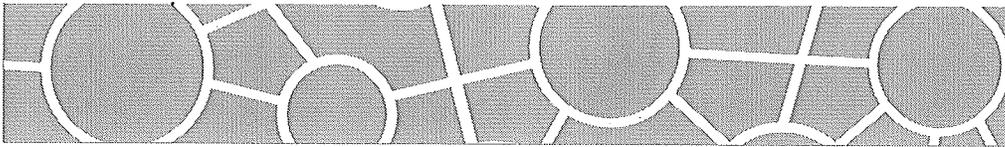
Suggested community outreach activities include:

- Finding and sharing personal stories with the media from individuals with dementia and their caregivers.
- Planning and implementing an event focused on educating the public and local leadership on the importance and need for a dementia-friendly community initiative. Events can include a community meeting, listening session or press conference with personal testimony or data relating to the need for dementia-friendly activities.
- Utilizing social media for the project, such as a Facebook page, website or Twitter. The following is a website example: [www.foxvalleymemoryproject.org](http://www.foxvalleymemoryproject.org).
- Developing and distributing dementia-friendly community brochures, flyers or letters, such as the Fox Valley Memory Project brochure, *Living Well with Dementia*.
- Contacting a local radio program for a story or interview.
- Developing a collaborative partnership with a local newspaper.
- Securing presentations for service clubs such as rotaries, chambers of commerce and other organizations and groups.
- Creating and hosting displays at local events, such as health fairs.



- Creating and delivering informational packets for local businesses that include:
  - An introductory letter explaining the initiative and available resources to help in becoming a dementia-friendly business.
  - Contact information for the local aging and disability resource center and the dementia care specialist, if one is available.
  - A brochure, brief explanation or one-page information sheet with:
    - The definition of a dementia-friendly community.
    - The role of a dementia-friendly business.
    - The advantages in becoming a dementia-friendly business.
    - The components of a dementia-friendly business environment.
    - Information about how a business can become dementia-friendly.
    - A training outline for employees.





## Step Six: Starting Somewhere

This step focuses on selecting and implementing activities as first steps to creating a dementia-friendly initiative. Many communities began with a single project or activity that engaged the interest of individuals and organizations and created momentum and success for the projects. Building upon existing activities that are already working is a first step. Learning is key, along with trying and following the examples of other successful dementia-friendly communities. Examples of possible activities include starting with one dementia-friendly business, hosting memory cafés, implementing community events and conducting memory screenings.



## Step Seven: Evolving the Initiative

This step emphasizes the importance of evaluating your efforts, adding enhancements and creating opportunities for sustaining a dementia-friendly community initiative. As each dementia-friendly activity is implemented, communities should assess their next steps.

Questions that may assist in this process include:

- What activities have been conducted?
- What activities are working?
- What activities are not working?
- What is the next step needed to move the initiative forward?



## MEMORANDUM

DATE: March 14, 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 reviews design aspects of projects.

The Design Committee met March 7<sup>th</sup> and reviewed proposed standards relating to fences in the Downtown. The DC is proposing a slight code language addition with the bulk of the standards (suggestions/preferences) being inserted into the Design Manual.

The DC also reviewed a framework for administering design standards based on universal design principles. The DC will also be adding an administrative section to the Design Manual which includes an application for design review to be completed thoughtfully by the project architect for substantial commercial/industrial projects.

### **Planning Commission**

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

- Draft standards allowing solar as an accessory use in most zoning classifications and as a principal use in the R-R District.
- How to approach update of Comprehensive Plan to be completed by year end 2018.
- RMC planned unit development, plat, rezoning, and administrative amendment to Comprehensive Plan.