



## MEMORANDUM

DATE:	May 9, 2016
TO:	EDA President Krant; EDA Members
FROM:	Cynthia Smith Strack, Community Development Director
RE:	Item 5.6 Façade Improvement Loan Request: Southern Rentals LLC; 108 Meridian St North (our address) 104 Main Street W (mailing address)

**REQUEST: Consideration of a \$1,500 façade improvement grant request for property at 104 Main Street West as submitted by Jeff & Michelle Carlson d.b.a. Southern Rentals LLC**

### GENERAL INFORMATION

<b>Overview:</b>	Jeff & Michelle Carlson propose tuck pointing, painting, and awning replacement at 104 Main Street West (our address 108 Meridian North). Project cost per attached bid estimate is \$6,095 (Acme Awnings, Sayre Brothers Painting, & Simon Brick and Stone).
<b>Design Committee:</b>	The item will be presented to the Design Committee prior to the EDA meeting on May 9 <sup>th</sup> .
<b>Applicant:</b>	Jeff & Michelle Carlson d.b.a. Southern Rentals LLC
<b>Subject Property Address:</b>	104 Main Street West/108 Meridian Street North
<b>Zoning Class:</b>	B-3 Central Business District
<b>Meeting Representation:</b>	Jeff Carlson has been invited to the EDA Meeting

### REPORT ATTACHMENTS

- Loan Application, including illustrations of proposed improvement and contractor estimate
- Sample Resolution EDA 16-005 Approving the Loan Request

## EXAMINATION OF REQUEST

**Loan Program Purpose:**

Provide capability and incentive for façade appearance upgrades thereby improving marketability and promoting redevelopment of properties within the City

**Eligibility Standards:**

1. Applicants may be individual owners, partnerships, corporations, tenant operators, or contract for deed purchasers of property and buildings within the City but must provide all documentation of entity status.
2. The subject property must be a conforming or legal non-conforming use within the applicable zoning classification.
3. Funds must be used to improve the exterior appearance of buildings and properties within the City.
4. Maximum loan amount is \$1,500 per business per calendar year.
5. A 1:1 loan dollar value to Applicant match is required.

**Proposed Use:**

Commercial lease first floor, rental second story

**Loan Repayment:**

The loan is to be secured by a promissory note executed by the tenant and/or property owner. The note is due and payable to the Belle Plaine EDA one year following distribution, except if the business remains in business in the improved building for one year after loan issuance, the loan is forgiven by the BPEDA.

**Distribution of Funds:**

A building permit must be secured prior to project initiation and distribution of funds. The Applicant must submit invoices applicable to the façade improvement to the office of the Community Development Director. The City will process a check directly to the vendor in an amount not to exceed \$1,500 or half of the invoiced amount, whichever is less.

## RECOMMENDATION

The proposed activity appears to meet the FILP guidelines and reflects a private investment for 75% of the project. As such I recommend the Application be approved.

In the event the EDA considers approval of the loan, said improvement should be contingent on the following:

1. Incorporation of Design Committee recommendations.
2. Issuance of a sign and/or building permit.
3. Execution of a promissory note.
4. A specification the grant may not exceed 50% of project cost.

Resolution EDA 16-005 (approval) is attached for consideration.



# City of Belle Plaine

218 Meridian Street North • Belle Plaine, MN 56011 • 952-873-5553

Permit Type: S-Façade Improvement Loan  
Parcel No.: 200014570  
Work Valuation: \$0.00

Permit No.: **S-160006**  
Approved Date: 04/07/16  
Expiration Date: 04/07/16

For ELECTRICAL inspections, call 507-665-3205, between 7:00-8:30 a.m.  
ALL OTHER inspections call 952-873-5655, 24 hours in advance.



**Owner Information:**

SOUTHERN RENTALS LLC  
PO Box 62  
Belle Plaine MN 56011

**Contractor Information:**

**Work Description/Requirement:**

**Type of Inspection**

**Inspection    Completion    Comment**

- S-COMPLETED APPLICATION
- S-PROJECT TOTAL/AMOUNT REQUE
- S-AMOUNT APPROVED
- S-PROJECT COMPLETION
- S-INVOICE PAID
- S-FORGIVABLE LETTER SENT


**108 MERIDIAN STREET NORTH**

**THIS PERMIT MUST BE POSTED AT THE ABOVE WORK ADDRESS AT ALL TIMES**

108 Main St W  
Mendota WI

14570  
14540

**FAÇADE IMPROVEMENT LOAN PROGRAM  
APPLICATION FOR FUNDS**  
Belle Plaine Economic Development Authority

**Company Information:**

Name of Business: Southern Rentals (Jeff CARLSON)  
Current Address: 104 West Main Street  
Telephone: 612-432-8771 E-mail: hamas.jeff@yahoo.com  
Primary Contact Person: Michelle or Jeff CARLSON  
Title: Owners  
Telephone: Same  
Nature of Business: Rental Property

**Form of Business Organization:**

- CD Purchaser
- Tenant Operator
- Other \_\_\_\_\_
- Sole Proprietorship
- Limited Partnership \_\_\_\_\_
- Partnership
- Corporation (Cooperative)

Number of Employees: Total: 0 Full-Time: \_\_\_\_\_ Part-Time: \_\_\_\_\_

Property Owner(s): Jeff CARLSON  
Michelle CARLSON

Number of years in businesses in Belle Plaine: 8 months

**Project Description:**

Briefly describe the nature of the project: Brick Repair, Paint metal flashings

Approximate Amount Requested: 1500<sup>00</sup>

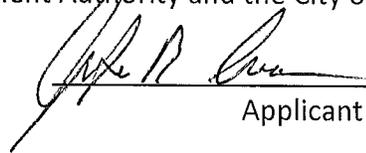
Attach copies of all quotes/estimates for proposed work

Funds to be used for: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Is the proposed building a conforming use or legal non-conforming use under the City of Belle Plaine's Zoning Ordinance?  Yes  No

What is the estimated completion date for the project?: 7/1/16  
\_\_\_\_\_

I have read, understand, and agree to comply with the Policy for the Façade Improvement Loan Program of the Belle Plaine Economic Development Authority and the City of Belle Plaine.

  
Applicant Signature

\_\_\_\_\_  
Applicant Name (printed)

  
Property Owner Signature

\_\_\_\_\_  
Property Owner Signature

\_\_\_\_\_  
Date

For Office Use Only:	
Invoice submitted: _____	
Reviewed by: _____	
Approved: _____	Amount: _____
Denied: _____	



NIEMAN ROOFING CO., INC.

P.O. Box 64  
New Prague, MN 56071  
(952) 758-4791

April 4, 2016

Edward D. Jones  
104 Meridian St  
Belle Plaine, MN 56011  
Jeff Carlson  
952-448-3425  
Cell 763-645-6939  
[hammsjeff@yahoo.com](mailto:hammsjeff@yahoo.com)

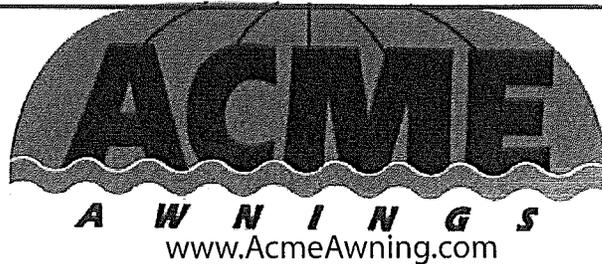
Proposal for: Loose metal

- Replace a 10 foot piece of loose metal on the front of the building
- Replace a 10 foot piece of loose metal on the wall
- Check and reattach loose front metal
- Miscellaneous minor repairs

**FOR A PRICE OF: \$300.00 not to exceed \$600.00**

**ACCEPTED:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

\*The roof is showing age. Reroofing in the next possible 1-5 years? Budgetary numbers will run \$35,000 to \$40,000.



3206 BLOOMINGTON AVE · MINNEAPOLIS, MN 55407 · PHONE (612)722-2731 · FAX (612)722-2930

Proposal Submitted To	Work To be Performed At
Name <u>Jeff Carlson</u> Street _____ City _____ State _____ 952-448-3425	Street <u>104 West Main Street</u> City <u>Belle Plaine</u> State <u>MN</u> 04-05-16 hammsjeff@yahoo.com

We hereby propose to furnish the materials and perform the labor necessary for the completion of

Recover existing welded frame stationary awning.

Traditional Style A - Soft Valance.

South first floor.

1 - 7' tall x 4' projection x 20' 11" wide

\$1,295.00

Choice of standard Sunbrella cover color (existing = #4631 Burgundy).

Straight or Scalloped soft valance.

Optional new welded steel framework.

add \$1,095.00

Permits extra.

All material is guaranteed to be as specified, and the above work to be performed in accordance with the drawings and specifications submitted for above work and completed in a substantial workmanlike manner for the sum of

Dollars(\$ \_\_\_\_\_).

with payments to be made as follows:

\$2,390.00

One half to be paid down on order,

Balance due in full upon completion.

Respectfully submitted Acme Awning Company

Any alteration or deviation from above specifications involving extra costs, will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance upon above work.

Workmen's Compensation and Public Liability Insurance on and above work to be taken out by \_\_\_\_\_

Per Brian Kelly bkelly@AcmeAwning.com

Note- This proposal may be withdrawn

by us if not accepted within \_\_\_\_\_ days.

### ACCEPTANCE OF PROPOSAL

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Date \_\_\_\_\_ Signature \_\_\_\_\_

# Sayre Bros. Painting, LLC

1822 Fountain Lane  
Waconia, MN 55387  
Fed ID# 45-4883559



Jeff Mobile (612) 414-6588  
sayrepainting@gmail.com

## INVOICE

Date 3/29/16 P.O.# \_\_\_\_\_

Name Southern Rentals

Address \_\_\_\_\_

QTY.	NO.	DESCRIPTION	PRICE	AMOUNT
		Paint Brick		
		Siding		
		2 color.		
		Body		
		Columns Door.		
		Materials Included		1305 <sup>00</sup>
Terms: 2% after 30 days, \$25.00 minimum			<b>TOTAL DUE</b>	

Received by \_\_\_\_\_



DATE 4-2-2016  
NUMBER

Ph: 507-665-5156  
Fax: 507-665-5158

Jeff Carlson  
Belle plaine

TERMS:

PLEASE DETACH AND RETURN WITH YOUR REMITTANCE

\$ \_\_\_\_\_

DATE	CHARGES AND CREDITS	BALANCE
	BALANCE FORWARD	
	Brick repair + truck printing on Belle plaine Building	
	Bid Price	\$ 2400
	pd in full 4-2-16	\$ 2400
	Thank-you	

**SIMON BRICK AND STONE CO.**

Thank You

PAY LAST AMOUNT  
IN THIS COLUMN

*It's Just Me! Salon*

Family Hair Care 952-873-4366

*It's Just Me! Salon*  
Walk-In's Welcome

**Edward Jones | INVESTMENTS**

104  
WEST MAIN ST.

PREPARING FOR RETIREMENT  
LIVING IN RETIREMENT  
PAYING FOR EDUCATION  
PREPARING FOR THE UNEXPECTED  
ESTATE CONSIDERATIONS





Edward Jones | INVESTMENTS

**FOR RENT**  
612-432-8771  
763-645-6939  
COMMERCIAL SPACE

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& More

Edward Jones || INVESTMENTS

**FOR RENT**

612-432-8171  
763-645-6939

COMMERCIAL SPACE

Edward Jones  
INVESTMENTS  
Jenna Baulon  
Financial Advisor  
952-473-2481  
www.edwardjones.com

ALL



## PROMISSORY NOTE

\$1,500.00

\_\_\_\_\_, 2016

Jeff and Michelle Carlson, d.b.a. Southern Rentals LLC, Minnesota Corporation (the "Borrower" and the "Maker"), for value received, hereby promises to pay to the Belle Plaine Economic Development Authority, a public body corporate and politic under the laws of the State of Minnesota or its assigns (the "EDA," and any assigns are collectively referred to herein as the "Holder"), at its designated principal office or such other place as the Holder may designate in writing, the principal sum of One Thousand Five Hundred Dollars (\$1,500.00) or so much thereof as may be advanced under this Promissory Note (the "Note"), in any coin or currency that at the time or times of payment is legal tender for the payment of private debts in the United States of America. This Note evidences the obligation of the Borrower to repay a loan provided by the EDA (the "Loan") in the event the Loan is not forgiven in the manner described herein. The principal of this Note is payable in installments as described herein.

1. The Borrower requested the Loan in order to finance façade improvements consisting tuck pointing, repainting, and awning replacement on the façade of the structure (the "Project") located at 104 Main Street West (108 Meridian St N) (the "Property") in the City of Belle Plaine, Minnesota (the "City"). The Board of the EDA approved the Loan at its meeting on May 9, 2016, and the City Council of the City approved the Loan at its meeting on May 16, 2016. The Loan is to be made from the EDA's Façade Improvement Loan Program in the amount of \$1,500.00 and will be considered a forgivable loan provided that the Borrower remains in business on the Property for at least one (1) year following the disbursement of the Loan or transfers ownership of the business to another entity that maintains the business in the improved building for at least one year following disbursement of the Loan. The obligation of the Borrower to repay the Loan in the event that any portion of the principal amount of the Loan is not forgiven will be evidenced by the Note.

2. If the Borrower does not remain in business on the Property for at least one year following the disbursement of the Loan, the Loan shall be due and payable within thirty (30) days of demand by the EDA.

3. The Borrower shall have the right to prepay the principal of this Note, in whole or in part, on any date.

4. It is agreed that time is of the essence of this Note. If the Borrower does not remain in business on the Property for at least one year following the disbursement of the Loan, the Holder of this Note may at its right and option, with thirty (30) days' notice, declare immediately due and payable the principal balance of this Note, together with reasonable attorneys' fees and expenses incurred by the Holder of this Note in collecting or enforcing payment hereof, whether by lawsuit or otherwise, and all other sums due hereunder or any instrument securing this Note. The Maker of this Note agrees that the Holder of this Note may, without notice to and without affecting the liability of the Maker, accept additional or substitute security for this Note, or release any security or any party liable for this Note or extend or renew this Note.

5. The remedies of the Holder of this Note as provided herein, or any other instrument securing this Note, shall be cumulative and concurrent and may be pursued singly, successively, or together, and, at the sole discretion of the Holder of this Note, may be exercised as often as occasion therefor shall occur; and the failure to exercise any such right or remedy shall in no event be construed as a waiver or release thereof.



**BELLE PLAINE ECONOMIC DEVELOPMENT AUTHORITY  
RESOLUTION NO. 16-005**

**RESOLUTION APPROVING TERMS OF A LOAN TO SOUTHERN RENTALS  
LLC FROM THE EDA'S FAÇADE IMPROVEMENT LOAN PROGRAM**

BE IT RESOLVED BY the Board of Commissioners (the "Board") of the Belle Plaine Economic Development Authority (the "Authority"), as follows:

1. Façade Improvement Loan Program. The City and the Belle Plaine Economic Development Authority (the "EDA") previously approved the EDA's Façade Improvement Loan Program, which is administered by the EDA.

2. Request for Loan. Jeff and Michelle Carlson doing business as Southern Rentals LLC, a Minnesota corporation, (the "Borrower"), has submitted an application form requesting financial assistance from the EDA in the amount of \$1,500.00 (the "Loan") in order to finance façade improvements consisting of tuck pointing, repainting, and awning replacement at 104 Main Street West (108 Meridian St N) in the City of Belle Plaine (the "Property"). The Applicant has presented estimated invoices totaling \$6,095 for the proposed activity.

3. Proposed Terms of Loan. The Loan is to be made from the EDA's Façade Improvement Loan Program in the amount of \$1,500.00 and will be forgiven provided that the Borrower remains in business on the Property for at least one year following the disbursement of the Loan or transfers ownership of the business to another entity that maintains the business in the improved building for at least one year following disbursement of the Loan. The obligation of the Borrower to repay the Loan in the event that any portion of the principal amount of the Loan is not forgiven will be evidenced by a Promissory Note (the "Note") to be delivered by the Borrower.

4. Board Approval. The Board hereby approves the Loan proposed to be provided to the Borrower contingent on:

- a. Incorporation of Design Committee recommendation relating to color palette.
- b. Issuance of a building permit prior to project initiation.
- c. Execution of a promissory note by the Applicant and the Property Owner.
- d. Submittal (to the office of the Community Development Director) of valid invoices from a licensed contractor relating to the door replacement/relocation project.

5. Promissory Note. The Board has had an opportunity to review the Note to be executed by the Borrower. The Board hereby approves the form of Note.

6. Effective Date. This resolution shall be effective as of the date hereof.

Approved by the Board of Commissioners of the Belle Plaine Economic Development Authority this 9<sup>th</sup> day of May, 2016.

BELLE PLAINE ECONOMIC  
DEVELOPMENT AUTHORITY

\_\_\_\_\_  
Rick Krant, EDA President

ATTEST

\_\_\_\_\_  
Cynthia Smith Strack, Community Development Director



## MEMORANDUM

DATE:	May 9, 2016
TO:	EDA President Krant; EDA Members
FROM:	Cynthia Smith Strack, Community Development Director
RE:	Item 5.7 Façade Improvement Loan Request: Southern Rentals LLC; 118 Meridian St North

**REQUEST: Consideration of a \$1,398 façade improvement grant request for property at 104 Main Street West as submitted by Jeff & Michelle Carlson d.b.a. Southern Rentals LLC**

### GENERAL INFORMATION

<b>Overview:</b>	Jeff & Michelle Carlson propose awning replacement at 118 Meridian Street North. Project cost per attached bid estimate is \$2,795 (Acme Awnings).
<b>Design Committee:</b>	The item will be presented to the Design Committee prior to the EDA meeting on May 9 <sup>th</sup> .
<b>Applicant:</b>	Jeff & Michelle Carlson d.b.a. Southern Rentals LLC
<b>Subject Property Address:</b>	118 Meridian Street North
<b>Zoning Class:</b>	B-3 Central Business District
<b>Meeting Representation:</b>	Jeff Carlson has been invited to the EDA Meeting

### REPORT ATTACHMENTS

- Loan Application, including illustrations of proposed improvement and contractor estimate
- Sample Resolution EDA 16-006 Approving the Loan Request

## EXAMINATION OF REQUEST

<b>Loan Program Purpose:</b>	Provide capability and incentive for façade appearance upgrades thereby improving marketability and promoting redevelopment of properties within the City
<b>Eligibility Standards:</b>	<ol style="list-style-type: none"><li>1. Applicants may be individual owners, partnerships, corporations, tenant operators, or contract for deed purchasers of property and buildings within the City but must provide all documentation of entity status.</li><li>2. The subject property must be a conforming or legal non-conforming use within the applicable zoning classification.</li><li>3. Funds must be used to improve the exterior appearance of buildings and properties within the City.</li><li>4. Maximum loan amount is \$1,500 per business per calendar year.</li><li>5. A 1:1 loan dollar value to Applicant match is required.</li></ol>
<b>Proposed Use:</b>	Commercial lease first floor, rental second story
<b>Loan Repayment:</b>	The loan is to be secured by a promissory note executed by the tenant and/or property owner. The note is due and payable to the Belle Plaine EDA one year following distribution, except if the business remains in business in the improved building for one year after loan issuance, the loan is forgiven by the BPEDA.
<b>Distribution of Funds:</b>	A building permit must be secured prior to project initiation and distribution of funds. The Applicant must submit invoices applicable to the façade improvement to the office of the Community Development Director. The City will process a check directly to the vendor in an amount not to exceed \$1,500 or half of the invoiced amount, whichever is less.

## RECOMMENDATION

The proposed activity appears to meet the FILP guidelines and reflects previously discussed priority projects – awnings. As such I recommend the Application be approved up to 50% the cost of the project (i.e. \$1,398).

In the event the EDA considers approval of the loan, said improvement should be contingent on the following:

1. Incorporation of Design Committee recommendations.
2. Issuance of a sign and/or building permit.
3. Execution of a promissory note.
4. A specification the grant may not exceed 50% of project cost.

Resolution EDA 16-006 (approval) is attached for consideration.



# City of Belle Plaine

218 Meridian Street North • Belle Plaine, MN 56011 • 952-873-5553

Permit Type: S-Façade Improvement Loan  
Parcel No.: 200014510  
Work Valuation: \$0.00

Permit No.: **S-160005**  
Approved Date: 04/07/16  
Expiration Date: 04/07/16

For ELECTRICAL inspections, call 507-665-3205, between 7:00-8:30 a.m.  
ALL OTHER inspections call 952-873-5655, 24 hours in advance.



Owner Information:

KOEPP, DEBRA  
507 HARALSON DRIVE  
BELLE PLAINE MN 56011

Contractor Information:

Work Description/Requirement:

Type of Inspection

Inspection   Completion   Comment

S-COMPLETED APPLICATION  
S-PROJECT TOTAL/AMOUNT REQUE  
S-AMOUNT APPROVED  
S-PROJECT COMPLETION  
S-INVOICE PAID  
S-FORGIVABLE LETTER SENT

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**118 MERIDIAN STREET NORTH**

**THIS PERMIT MUST BE POSTED AT THE ABOVE WORK ADDRESS AT ALL TIMES**

**FAÇADE IMPROVEMENT LOAN PROGRAM  
APPLICATION FOR FUNDS**  
Belle Plaine Economic Development Authority

**Company Information:**

Name of Business: Southern Rentals  
Current Address: 118 North Meridian  
Telephone: 512-432-8771 E-mail: hannmsjeff@yahoo.com  
Primary Contact Person: Jeff or Michelle CARLSON  
Title: Owners  
Telephone: 512-432-8771  
Nature of Business: Rentals

**Form of Business Organization:**

- CD Purchaser       Tenant Operator       Other \_\_\_\_\_  
 Sole Proprietorship       Limited Partnership \_\_\_\_\_  
 Partnership       Corporation (Cooperative)

Number of Employees: Total: 0 Full-Time: \_\_\_\_\_ Part-Time: \_\_\_\_\_

Property Owner(s): Jeff + Michelle CARLSON

Number of years in businesses in Belle Plaine: 1 month

**Project Description:**

Briefly describe the nature of the project: Update accounts

Approximate Amount Requested: 1398<sup>00</sup>

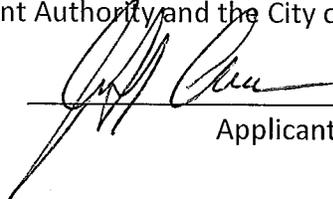
Attach copies of all quotes/estimates for proposed work

Funds to be used for: Autism  
\_\_\_\_\_  
\_\_\_\_\_

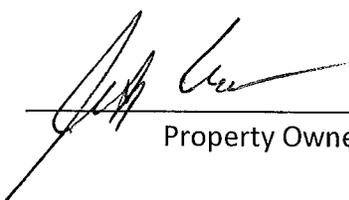
Is the proposed building a conforming use or legal non-conforming use under the City of Belle Plaine's Zoning Ordinance?  Yes  No

What is the estimated completion date for the project?: \_\_\_\_\_  
\_\_\_\_\_

I have read, understand, and agree to comply with the Policy for the Façade Improvement Loan Program of the Belle Plaine Economic Development Authority and the City of Belle Plaine.

  
\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Applicant Name (printed)

  
\_\_\_\_\_  
Property Owner Signature

\_\_\_\_\_  
Property Owner Signature

\_\_\_\_\_  
Date

For Office Use Only:	
Invoice submitted: _____	
Reviewed by: _____	
Approved: _____	Amount: _____
Denied: _____	



**ACME AWNINGS**  
www.AcmeAwning.com

**3206 BLOOMINGTON AVE · MINNEAPOLIS, MN 55407 · PHONE (612)722-2731 · FAX (612)722-2930**

Proposal Submitted To	Work To be Performed At
Name <u>Jeff Carlson</u> Street _____ City _____ State _____ 952-448-3425	Street <u>118 North Meridian Street</u> City <u>Belle Plaine</u> State <u>MN</u> 04-05-16 hammsjeff@yahoo.com

We hereby propose to furnish the materials and perform the labor necessary for the completion of

**Recover existing welded frame stationary awnings.**  
 Traditional Style A - Soft Valance.  
 East first floor.  
     1 - 5' tall x 3' projection x 40' 1" wide \$1,895.00  
 East second floor  
     5 - 2' 3" tall x 2' 3" projection x 2' 7" wide \$180.00 each \$900.00

Choice of standard Sunbrella cover color.  
 Straight or Scalloped soft valance.

Permits extra.

All material is guaranteed to be as specified, and the above work to be performed in accordance with the drawings and specifications submitted for above work and completed in a substantial workmanlike manner for the sum of \_\_\_\_\_ Dollars (\$ \_\_\_\_\_ ).

with payments to be made as follows:  
\$2,795.00

One half to be paid down on order,  
 Balance due in full upon completion.

Respectfully submitted Acme Awning Company

Any alteration or deviation from above specifications involving extra costs, will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, theft and other necessary insurances upon above work. Workmen's Compensation and Public Liability Insurance on and above work to be taken out by \_\_\_\_\_

Per Brian Kelly bkelly@AcmeAwning.com  
 Note- This proposal may be withdrawn by us if not accepted within \_\_\_\_\_ days.

**ACCEPTANCE OF PROPOSAL**

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Date \_\_\_\_\_ Signature \_\_\_\_\_

*Deb's  
Embroidery  
Business*

SCREEN PRINTING

GIFTS

*Belle Plaine Ar*

118  
118 South  
952.873.50  
Deb's  
Embroidery  
Business

120

FOR RENT

122

FOR RENT

HARRY WELLS  
CLOSED



*Deb's  
Embroidery  
Business*

EMBROIDERY • SCREEN PRINTING • GIFTS

Belle Plaine Ar...

S  
GRILL



Coors LIGHT  
DINE IN...  
TAKE OUT...  
CHECK OUT OUR  
DAILY SPECIALS!

118  
952.873.5688  
Deb's  
Embroidery  
Business  
9:00 AM - 5:00 PM



## PROMISSORY NOTE

\$1,500.00

\_\_\_\_\_, 2016

Jeff and Michelle Carlson, d.b.a. Southern Rentals LLC, Minnesota Corporation (the "Borrower" and the "Maker"), for value received, hereby promises to pay to the Belle Plaine Economic Development Authority, a public body corporate and politic under the laws of the State of Minnesota or its assigns (the "EDA," and any assigns are collectively referred to herein as the "Holder"), at its designated principal office or such other place as the Holder may designate in writing, the principal sum of One Thousand Five Hundred Dollars (\$1,500.00) or so much thereof as may be advanced under this Promissory Note (the "Note"), in any coin or currency that at the time or times of payment is legal tender for the payment of private debts in the United States of America. This Note evidences the obligation of the Borrower to repay a loan provided by the EDA (the "Loan") in the event the Loan is not forgiven in the manner described herein. The principal of this Note is payable in installments as described herein.

1. The Borrower requested the Loan in order to finance awning replacement on the façade of the structure (the "Project") located at 118 Meridian Street North (the "Property") in the City of Belle Plaine, Minnesota (the "City"). The Board of the EDA approved the Loan at its meeting on May 9, 2016, and the City Council of the City approved the Loan at its meeting on May 16, 2016. The Loan is to be made from the EDA's Façade Improvement Loan Program in the amount of \$1,500.00 and will be considered a forgivable loan provided that the Borrower remains in business on the Property for at least one (1) year following the disbursement of the Loan or transfers ownership of the business to another entity that maintains the business in the improved building for at least one year following disbursement of the Loan. The obligation of the Borrower to repay the Loan in the event that any portion of the principal amount of the Loan is not forgiven will be evidenced by the Note.

2. If the Borrower does not remain in business on the Property for at least one year following the disbursement of the Loan, the Loan shall be due and payable within thirty (30) days of demand by the EDA.

3. The Borrower shall have the right to prepay the principal of this Note, in whole or in part, on any date.

4. It is agreed that time is of the essence of this Note. If the Borrower does not remain in business on the Property for at least one year following the disbursement of the Loan, the Holder of this Note may at its right and option, with thirty (30) days' notice, declare immediately due and payable the principal balance of this Note, together with reasonable attorneys' fees and expenses incurred by the Holder of this Note in collecting or enforcing payment hereof, whether by lawsuit or otherwise, and all other sums due hereunder or any instrument securing this Note. The Maker of this Note agrees that the Holder of this Note may, without notice to and without affecting the liability of the Maker, accept additional or substitute security for this Note, or release any security or any party liable for this Note or extend or renew this Note.

5. The remedies of the Holder of this Note as provided herein, or any other instrument securing this Note, shall be cumulative and concurrent and may be pursued singly, successively, or together, and, at the sole discretion of the Holder of this Note, may be exercised as often as occasion therefor shall occur; and the failure to exercise any such right or remedy shall in no event be construed as a waiver or release thereof.



**BELLE PLAINE ECONOMIC DEVELOPMENT AUTHORITY  
RESOLUTION NO. 16-006**

**RESOLUTION APPROVING TERMS OF A LOAN TO SOUTHERN RENTALS  
LLC FROM THE EDA'S FAÇADE IMPROVEMENT LOAN PROGRAM**

BE IT RESOLVED BY the Board of Commissioners (the "Board") of the Belle Plaine Economic Development Authority (the "Authority"), as follows:

1. Façade Improvement Loan Program. The City and the Belle Plaine Economic Development Authority (the "EDA") previously approved the EDA's Façade Improvement Loan Program, which is administered by the EDA.

2. Request for Loan. Jeff and Michelle Carlson doing business as Southern Rentals LLC, a Minnesota corporation, (the "Borrower"), has submitted an application form requesting financial assistance from the EDA in the amount of \$1,500.00 (the "Loan") in order to finance awning replacement at 118 Meridian Street North in the City of Belle Plaine (the "Property"). The Applicant has presented estimated invoices totaling \$2,795 for the proposed activity.

3. Proposed Terms of Loan. The Loan is to be made from the EDA's Façade Improvement Loan Program in the amount of \$1,500.00 and will be forgiven provided that the Borrower remains in business on the Property for at least one year following the disbursement of the Loan or transfers ownership of the business to another entity that maintains the business in the improved building for at least one year following disbursement of the Loan. The obligation of the Borrower to repay the Loan in the event that any portion of the principal amount of the Loan is not forgiven will be evidenced by a Promissory Note (the "Note") to be delivered by the Borrower.

4. Board Approval. The Board hereby approves the Loan proposed to be provided to the Borrower contingent on:

- a. Incorporation of Design Committee recommendation relating to color palette.
- b. Issuance of a building permit prior to project initiation.
- c. Execution of a promissory note by the Applicant and the Property Owner.
- d. Submittal (to the office of the Community Development Director) of valid invoices from a licensed contractor relating to the door replacement/relocation project.

5. Promissory Note. The Board has had an opportunity to review the Note to be executed by the Borrower. The Board hereby approves the form of Note.

6. Effective Date. This resolution shall be effective as of the date hereof.

Approved by the Board of Commissioners of the Belle Plaine Economic Development Authority this 9<sup>th</sup> day of May, 2016.

BELLE PLAINE ECONOMIC  
DEVELOPMENT AUTHORITY

\_\_\_\_\_  
Rick Krant, EDA President

ATTEST

\_\_\_\_\_  
Cynthia Smith Strack, Community Development Director



## MEMORANDUM

DATE:	May 9, 2016
TO:	EDA President Krant; EDA Members
FROM:	Cynthia Smith Strack, Community Development Director
RE:	Item 5.8 Façade Improvement Loan Request: Christine Panning – Andy's Bar & Grill

**REQUEST: Consideration of a \$1,500 façade improvement grant request for property at 114 Meridian Street North as submitted by Christine Panning d.b.a. Andy's Bar & Grill**

### GENERAL INFORMATION

<b>Overview:</b>	Christine Panning proposes tuck pointing at 114 Meridian Street North. Project cost verbal estimate is \$4,000 (Gary Crosby). I have requested a written estimate.
<b>Applicant:</b>	Christine Panning, d.b.a. Andy's Bar & Grill
<b>Subject Property Address:</b>	114 Meridian Street North
<b>Zoning Class:</b>	B-3 Central Business District
<b>Meeting Representation:</b>	Christine Panning has been invited to the EDA Meeting

### REPORT ATTACHMENTS

- Loan Application, including illustrations of proposed improvement. Contractor estimate requested.
- Sample Resolution EDA 16-007 Approving the Loan Request

## EXAMINATION OF REQUEST

**Loan Program Purpose:**

Provide capability and incentive for façade appearance upgrades thereby improving marketability and promoting redevelopment of properties within the City

**Eligibility Standards:**

1. Applicants may be individual owners, partnerships, corporations, tenant operators, or contract for deed purchasers of property and buildings within the City but must provide all documentation of entity status.
2. The subject property must be a conforming or legal non-conforming use within the applicable zoning classification.
3. Funds must be used to improve the exterior appearance of buildings and properties within the City.
4. Maximum loan amount is \$1,500 per business per calendar year.
5. A 1:1 loan dollar value to Applicant match is required.

**Proposed Use:**

Commercial lease first floor, rental second story

**Loan Repayment:**

The loan is to be secured by a promissory note executed by the tenant and/or property owner. The note is due and payable to the Belle Plaine EDA one year following distribution, except if the business remains in business in the improved building for one year after loan issuance, the loan is forgiven by the BPEDA.

**Distribution of Funds:**

A building permit must be secured prior to project initiation and distribution of funds. The Applicant must submit invoices applicable to the façade improvement to the office of the Community Development Director. The City will process a check directly to the vendor in an amount not to exceed \$1,500 or half of the invoiced amount, whichever is less.

### **RECOMMENDATION**

The proposed activity appears to meet the FILP guidelines, however, a written estimate has not been provided at this point. As such I recommend the Application be approved up to 50% the cost pursuant to a written estimate and not to exceed \$1,500.

In the event the EDA considers approval of the loan, said improvement should be contingent on the following:

1. Issuance of a sign and/or building permit.
2. Execution of a promissory note.
3. A specification the grant may not exceed 50% of project cost.

Resolution EDA 16-007 (approval) is attached for consideration.



# City of Belle Plaine

218 Meridian Street North • Belle Plaine, MN 56011 • 952-873-5553

Permit Type: S-Façade Improvement Loan  
Parcel No.: 200014500  
Work Valuation: \$0.00

Permit No.: **S-160007**  
Approved Date: 04/20/16  
Expiration Date: 04/20/16

For ELECTRICAL inspections, call 507-665-3205, between 7:00-8:30 a.m.  
ALL OTHER inspections call 952-873-5655, 24 hours in advance.



Owner Information:

ANDYS BAR & GRILL  
114 MERIDIAN STREET NORTH  
BELLE PLAINE MN 56011

Contractor Information:

Work Description/Requirement:

Type of Inspection

- S-COMPLETED APPLICATION
- S-PROJECT TOTAL/AMOUNT REQUE
- S-AMOUNT APPROVED
- S-PROJECT COMPLETION
- S-INVOICE PAID
- S-FORGIVABLE LETTER SENT

Inspection   Completion   Comment


**114 MERIDIAN STREET NORTH**

**THIS PERMIT MUST BE POSTED AT THE ABOVE WORK ADDRESS AT ALL TIMES**

FAÇADE IMPROVEMENT LOAN PROGRAM  
APPLICATION FOR FUNDS

Belle Plaine Economic Development Authority

Company Information:

Name of Business: Andy's Bar + Grill

Current Address: 114 N Meridian St

Telephone: 952-873-2207 E-mail Christine\_Panning@hotmail.com

Primary Contact Person: Christine Panning

Title: owner

Telephone: 952-873-2207

Nature of Business: restaurant

Form of Business Organization:

- CD Purchaser
- Tenant Operator
- Other LLC
- Sole Proprietorship
- Limited Partnership
- Partnership
- Corporation (Cooperative)

Number of Employees: Total: 6 Full-Time: \_\_\_\_\_ Part-Time: 6

Property Owner(s): Christine Panning

Number of years in businesses in Belle Plaine: 9

Project Description:

Briefly describe the nature of the project: Brick repair, upper left front of building

Approximate Amount Requested: 4,000.00 by verbal estimate due to not knowing the extent of work needed

Attach copies of all quotes/estimates for proposed work

Funds to be used for: repair

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Is the proposed building a conforming use or legal non-conforming use under the City of Belle Plaine's Zoning Ordinance?  Yes  No

What is the estimated completion date for the project?: June 2016

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I have read, understand, and agree to comply with the Policy for the Façade Improvement Loan Program of the Belle Plaine Economic Development Authority and the City of Belle Plaine.

Christine Panning  
Applicant Signature

Christine Panning  
Applicant Name (printed)

Christine Panning  
Property Owner Signature

Property Owner Signature  
4-19-16  
Date

For Office Use Only:	
Invoice submitted: _____	
Reviewed by: _____	
Approved: _____	Amount: _____
Denied: _____	



## PROMISSORY NOTE

\$1,500.00

\_\_\_\_\_, 2016

Christine Panning, d.b.a. Andy's Bar & Grill, Minnesota Corporation (the "Borrower" and the "Maker"), for value received, hereby promises to pay to the Belle Plaine Economic Development Authority, a public body corporate and politic under the laws of the State of Minnesota or its assigns (the "EDA," and any assigns are collectively referred to herein as the "Holder"), at its designated principal office or such other place as the Holder may designate in writing, the principal sum of One Thousand Five Hundred Dollars (\$1,500.00) or so much thereof as may be advanced under this Promissory Note (the "Note"), in any coin or currency that at the time or times of payment is legal tender for the payment of private debts in the United States of America. This Note evidences the obligation of the Borrower to repay a loan provided by the EDA (the "Loan") in the event the Loan is not forgiven in the manner described herein. The principal of this Note is payable in installments as described herein.

1. The Borrower requested the Loan in order to finance tuck pointing of the structure (the "Project") located at 114 Meridian Street North (the "Property") in the City of Belle Plaine, Minnesota (the "City"). The Board of the EDA approved the Loan at its meeting on May 9, 2016, and the City Council of the City approved the Loan at its meeting on May 16, 2016. The Loan is to be made from the EDA's Façade Improvement Loan Program in the amount of \$1,500.00 and will be considered a forgivable loan provided that the Borrower remains in business on the Property for at least one (1) year following the disbursement of the Loan or transfers ownership of the business to another entity that maintains the business in the improved building for at least one year following disbursement of the Loan. The obligation of the Borrower to repay the Loan in the event that any portion of the principal amount of the Loan is not forgiven will be evidenced by the Note.

2. If the Borrower does not remain in business on the Property for at least one year following the disbursement of the Loan, the Loan shall be due and payable within thirty (30) days of demand by the EDA.

3. The Borrower shall have the right to prepay the principal of this Note, in whole or in part, on any date.

4. It is agreed that time is of the essence of this Note. If the Borrower does not remain in business on the Property for at least one year following the disbursement of the Loan, the Holder of this Note may at its right and option, with thirty (30) days' notice, declare immediately due and payable the principal balance of this Note, together with reasonable attorneys' fees and expenses incurred by the Holder of this Note in collecting or enforcing payment hereof, whether by lawsuit or otherwise, and all other sums due hereunder or any instrument securing this Note. The Maker of this Note agrees that the Holder of this Note may, without notice to and without affecting the liability of the Maker, accept additional or substitute security for this Note, or release any security or any party liable for this Note or extend or renew this Note.

5. The remedies of the Holder of this Note as provided herein, or any other instrument securing this Note, shall be cumulative and concurrent and may be pursued singly, successively, or together, and, at the sole discretion of the Holder of this Note, may be exercised as often as occasion therefor shall occur; and the failure to exercise any such right or remedy shall in no event be construed as a waiver or release thereof.



**BELLE PLAINE ECONOMIC DEVELOPMENT AUTHORITY  
RESOLUTION NO. 16-007**

**RESOLUTION APPROVING TERMS OF A LOAN TO CHRISTINE PANNING,  
D.B.A. ANDY'S BAR & GRILL FROM THE EDA'S FAÇADE  
IMPROVEMENT LOAN PROGRAM**

BE IT RESOLVED BY the Board of Commissioners (the "Board") of the Belle Plaine Economic Development Authority (the "Authority"), as follows:

1. Façade Improvement Loan Program. The City and the Belle Plaine Economic Development Authority (the "EDA") previously approved the EDA's Façade Improvement Loan Program, which is administered by the EDA.

2. Request for Loan. Christine Panning doing business as Andy's Bar & Grill, a Minnesota corporation, (the "Borrower"), has submitted an application form requesting financial assistance from the EDA in the amount of \$1,500.00 (the "Loan") in order to finance façade improvements consisting of tuck pointing at 114 Meridian Street North in the City of Belle Plaine (the "Property").

3. Proposed Terms of Loan. The Loan is to be made from the EDA's Façade Improvement Loan Program in the amount of \$1,500.00 and will be forgiven provided that the Borrower remains in business on the Property for at least one year following the disbursement of the Loan or transfers ownership of the business to another entity that maintains the business in the improved building for at least one year following disbursement of the Loan. The obligation of the Borrower to repay the Loan in the event that any portion of the principal amount of the Loan is not forgiven will be evidenced by a Promissory Note (the "Note") to be delivered by the Borrower.

4. Board Approval. The Board hereby approves the Loan proposed to be provided to the Borrower contingent on:

- a. Issuance of a building permit prior to project initiation.
- b. Execution of a promissory note by the Applicant and the Property Owner.
- c. Submittal (to the office of the Community Development Director) of valid invoices from a licensed contractor relating to the door replacement/relocation project.

5. Promissory Note. The Board has had an opportunity to review the Note to be executed by the Borrower. The Board hereby approves the form of Note.

6. Effective Date. This resolution shall be effective as of the date hereof.

Approved by the Board of Commissioners of the Belle Plaine Economic Development Authority this 9<sup>th</sup> day of May, 2016.

BELLE PLAINE ECONOMIC  
DEVELOPMENT AUTHORITY

\_\_\_\_\_  
Rick Krant, EDA President

ATTEST

\_\_\_\_\_  
Cynthia Smith Strack, Community Development Director