



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

MONDAY, MAY 9, 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 April 11, 2016.
  - 3.2. Workshop Session Minutes of April 25, 2016.
4. TREASURERS REPORT.
  - 4.1. Approval of Bills.
5. BUSINESS.
  - 5.1. Financial Incentives Update.
  - 5.2. EDA Resolution 16-08 Resolution Accepting Transfer of Projects, Programs, and Property from the Housing and Redevelopment Authority In and For the City of Belle Plaine and Approving Certain Matters in Connection Therewith
  - 5.3. EDA Resolution 16-02 Façade Improvement Loan – Annie’s Café
  - 5.4. EDA Resolution 16-03 Façade Improvement Loan – Sparetime Tavern
  - 5.5. EDA Resolution 16-04 Façade Improvement Loan – Chestnut Realty
  - 5.6. EDA Resolution 16-05 Façade Improvement Loan – Southern Rentals (104 Main)
  - 5.7. EDA Resolution 16-06 Façade Improvement Loan – Southern Rentals (118 Meridian)
  - 5.8. EDA Resolution 16-07 Façade Improvement Loan – Andy’s Bar
  - 5.9. EDA Resolution 16-09 Business Subsidy Agreement – Ridgeview Medical Campus
  - 5.10. EDA June Meeting Date.
  - 5.11. Assume Ownership of Chamber Sign.
  - 5.12. EDA Resolution 16-10 Acknowledging Amendments to the Belle Plaine Economic Development Authority Enabling Resolution and Approving Amendments to the Belle Plaine Economic Development Authority By-Laws.
6. ADMINISTRATIVE REPORTS.
  - 6.1. Commissioner Comments.
  - 6.2. Director’s Update.
  - 6.3. Upcoming Meetings.

Note: New Schedule for June:

    1. Next Regular Session, 5:00 pm, Tuesday, June 7, 2016.
    2. City Council and Boards, Committees, Commissions Joint Meeting: June 8, 6 p.m. to 8 p.m. Focus is Planned Land Use
7. ADJOURNMENT OF REGULAR SESSION.

**BELLE PLAINE ECONOMIC DEVELOPMENT AUTHORITY  
REGULAR MEETING  
APRIL 11, 2016**

**1. CALL TO ORDER. 1.1. Roll Call.**

The Belle Plaine Economic Development Authority met in Regular Session at 5:00 p.m. on Monday, April 11, 2016 at City Hall, 218 North Meridian Street, Belle Plaine, MN. President Rick Krant called the meeting to order with Commissioners Cary Coop, Lisa Fahey, Dick Coleman, Nathan Shutes and Crystal Doyle present. Commissioner Henry Pressley arrived at 5:05 p.m. Also present was Community Development Director Cynthia Smith Strack.

City Administrator Holly Kreft informed the Commissioners of her resignation effective May 31, 2016. She thanked everyone for their support.

**2. APPROVAL OF AGENDA.**

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

**3. APPROVAL OF MINUTES. 3.1. Regular Session Minutes of March 14, 2016.**

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

**4. TREASURERS REPORT.**

**4.1. Approval of Bills.**

MOTION by Commissioner Coleman, second by Commissioner Shutes, to approve the payment of bills as presented. ALL VOTED AYE. MOTION CARRIED.

**5. BUSINESS.**

**5.1. Financial Incentives Update.**

Community Development Director Smith Strack reported the year to date expenditures under the Façade Improvement Loan are currently at zero. Payment is pending (request submitted) for one FILP loan approved in 2015 for Remax. We have not been invoiced for work approved in January for Neisen's Corner Bar. The current balance of Fund 800, Revolving Loan Fund, as of the date of this memo is \$148,254.86. The current outstanding principal is \$176,214.03 with outstanding interest of \$13,288.98. All loans are current.

**5.2. Façade Improvement Loan – Annie's Café, EDA Resolution 16-002.**

Community Development Director Cynthia Smith Strack explained that Ann Miller d.b.a. Annie's Catering/Café has submitted an application for consideration of a \$1,500 façade improvement grant request for property at 201 Main Street East. Ann Miller proposes re-roofing of the existing structure at 201 Main Street East. The new roof will match color/material of existing roof, consisting of black asphalt shingles. The project cost estimate is \$3,800 from Paul's Roofing.

The Commissioners discussed the request. Commissioner Coleman questioned the factors that determine a "façade improvement." He noted that recent requests appear to be of a maintenance nature, rather than appearance. Commissioner Krant recalled discussion from a few years ago regarding the topic of roofing as it pertains to the Façade Improvement Loan program. He also recalled multiple requests for this property. Community Development Director Cynthia Smith Strack explained the current

guidelines allow for roofing projects. Commissioner Doyle asked whether action could be delayed in an effort to further review the guidelines. Commissioner Krant concurred. Commissioner Pressley questioned re-siding as an allowable project. Community Development Director Cynthia Smith Strack commented that consideration of a percentage base for certain projects, rather than the 100% match, may be in order. She also noted that there are more applications for the FLIP pending. Commissioner Coop suggested a moratorium on FLIP requests to allow time for researching the intent of certain projects, such as roofing and siding replacement. Commissioner Shutes believes the term "façade" needs to be defined as it pertains to the FLIP. Commissioner Doyle expressed concern for the requests that are at hand and believed they should be considered under the current guidelines. Commissioner Fahey supported tabling action. Commissioner requested that Staff research the meeting minutes pertaining to previous discussions regarding façade improvement loans for roofs.

MOTION by Commissioner Coop, second by Commissioner Pressley, to TABLE action on Resolution 16-002, Façade Improvement Loan Request by Ann Miller, Annie's Café, 201 East Main Street, in order for the Commissioners to further review the guidelines of the Façade Improvement Loan Program. ALL VOTED AYE. MOTION CARRIED.

### **5.3. Façade Improvement Loan – Sparetime Tavern, EDA Resolution 16-003.**

Community Development Director Smith Strack explained that Don Savage, Sparetime Tavern, has submitted a \$1,500 façade improvement grant request for property at 117 Main Street West. Mr. Savage has proposed the replacement of two aluminum doors with new doors composed in large part of glass. Project cost bid estimate is \$4,000. At their meeting on April 4, 2016, the Design Committee recommended approval of the replacement doors providing they match the window sash color (white) and advertising on the door is limited to lettering (e.g. business name, hours of operation, and street address).

Commissioner Coop recommending tabling action on the request to allow time for full review of the guidelines. Commissioner Shutes, Coleman and Doyle concurred with further discussion and review of the purpose of the FLIP, and to determine what items should be considered maintenance and what constitutes façade improvement. Commissioner Pressley suggested a workshop prior to next month's meeting.

MOTION by Commissioner Coop, second by Commissioner Pressley, to TABLE action on EDA Resolution 16-003, Façade Improvement Loan Request by Don Savage, Sparetime Tavern, 117 West Main, in order for the Commissioners to further review the guidelines of the Façade Improvement Loan Program. ALL VOTED AYE. MOTION CARRIED.

### **5.4. Façade Improvement Loan – Chestnut Realty, EDA Resolution 16-004.**

Community Development Director Smith Strack explained that Cal Haasken, Chestnut Realty, 351 East Raven Street, proposes replacement of an existing 'awning' at 351 Raven Street East. Project cost bid estimate is \$2,030 from Promotion Graphics, which is a sign company and doesn't reference an awning replacement. Consideration for approval centers on whether or not the project fits the loan requirements. The Applicant represents the project as 'awning replacement'. However, the project at face value appears to be a sign replacement. Awnings are eligible for consideration under the grant program but signs are not. The estimate included with the Application is from a graphics company not an awning design/production/placement firm.

MOTION by Commissioner Coop, second by Commissioner Shutes, to TABLE action on EDA Resolution 16-004, Façade Improvement Loan Request by Cal Haasken, Chestnut Realty, 351 East Raven Street, in order for the Commissioners to further review the guidelines of the Façade Improvement Loan Program. ALL VOTED AYE. MOTION CARRIED.

Commissioner Coleman and Krant asked Staff to research the minutes regarding the EDA's discussion on allowing roofs to be eligible for façade loans and also to provide a summary of the issued façade loans.

It was the consensus to conduct a work shop on this topic for Monday, April 25, 2016.

## **6. ADMINISTRATIVE REPORTS.**

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

There were no further Commissioner comments.

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

The Commissioners reviewed the Director's Update as prepared by Community Development Director Smith Strack.

### **6.3. Upcoming Meetings.**

#### **Next Regular Session, 5:00 pm, Monday, May 9, 2016.**

The Commissioners were reminded of the next Regular Session as listed, and also the Workshop scheduled for 5:00 p.m. on Monday, April 25, 2016 for the review of the FLIP guidelines.

Community Development Director Smith Strack reported that submittal of development plans is expected from Ridgeview Medical and the business subsidy agreement is planned for next month's meeting.

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

MOTION by Commissioner Coop, second by Commissioner Pressley, to adjourn the regular session at 5:29 p.m. ALL VOTED AYE. MOTION CARRIED.

## **8. BR & E TASK FORCE – RE-CAP MEETING.**

Community Development Director Smith Strack welcomed the following persons to the BR & E Task Force meeting: Cary Coop, Dick Peterson, Ed Townsend, Nate Shutes, Jeff Heine, Rick Krant, Henry Pressley, Crystal Doyle, Lisa Fahey, Dick Coleman, Kelly Melo, Trisha Rosenfeld, Paul Gatz, Lori Latzke, Laura Blue and Holly Kreft.

Community Development Director Smith Strack provided a summary report of the Business Retention and Expansion Strategies Program, resulting from business surveys during the summer of 2015. The four major projects were: 1) Create a Jobs Page, a centralized source for local employers and those seeking employment; 2) Conduct business workshops, 3) Enhance the annual EDA/Chamber banquet, and 4) Address the "red flag" comments from business owners.

Community Development Director Smith Strack explained the City obtained a grant from Scott County CDA that will provide funds to assist with software programming for an interactive webpage for employers and those seeking jobs. The Chamber continues with business workshops. The EDA/Chamber banquet was modified with favorable results. City Administrator Holly Kreft did a follow-up with the business owners regarding concerns and red flags resulting from the surveys.

Rick Krant expressed disappointment with the focus and results of the survey. He expected the BR & E to focus on local business expansion and lure new commercial and industrial companies. He felt the results of the program were very weak. Trisha Rosenfeld suggested that the businesses involved in the survey

be contacted and let them know that BR & E was fruitful and that the EDA and City are listening to their concerns. Ed Townsend commented on the lack of directional signage to help motorists navigate through the City. Paul Gatz commented that the Highway 169 crossings that were eliminated over the years and the 65 mph speed limit have contributed to a loss of small businesses. He also noted that the limited hours of small business owners are a detriment for many residents who commute to the metro area for their employment. Krant commented the Enterprise Drive overpass may actually decrease traffic to the downtown area as motorists may go directly to the schools or access TH169. Dick Peterson commented the demographics of Belle Plaine have changed. There are many young families moving into the community and it is important to connect with these residents. Nathan Shutes and Crystal Doyle indicated they are fairly new to the City and purchased homes here due to the lower costs. They spoke briefly on their connections with the community. Lori Latzke inquired as to whether new residents receive a "welcome packet" from the Chamber.

Community Development Director Smith Strack asked if the BR&E Task Force want to continue to meet. The consensus was that the members of the EDA and Chamber will fulfill the duties of the Task Force.

The meeting was adjourned at 6:30 p.m.

Respectfully submitted,

Patricia Krings  
Recording Secretary

**BELLE PLAINE ECONOMIC DEVELOPMENT AUTHORITY  
WORKSHOP  
APRIL 25, 2016**

**1. CALL TO ORDER. 1.1. Roll Call.**

The Belle Plaine Economic Development Authority conducted a workshop at 5:00 p.m. on Monday, April 25, 2016 at City Hall, 218 North Meridian Street, Belle Plaine, MN. Present were President Rick Krant and Commissioners Cary Coop, Henry Pressley, Lisa Fahey and Dick Coleman. Commissioner Nathan Shutes arrived at 5:09 p.m. and Commissioner Crystal Doyle arrived at 5:17 p.m. Also present was Community Development Director Cynthia Smith Strack.

**2. APPROVAL OF AGENDA.**

MOTION by Commissioner Coleman, second by Commissioner Fahey, to approve the agenda with the addition of business item 3.2, Discussion on Chamber Sign, as requested by Community Development Director Smith Strack. ALL VOTED AYE. MOTION CARRIED.

**3. DISCUSSION.**

**3.1. Review of Façade Loan Improvement Program.**

Community Development Director Smith Strack presented background information on the Façade Improvement Loan Program. She provided a listing of approved façade loan requests from 2010 through 2016. Included was information related to amendments to the FILP policy over the years. Community Development Director Smith Strack also provided a list of potential changes, including a recommendation to consider a percentage base for maintenance-related items.

The Commissioners reviewed the listing of approved loans and noted that high percentage that were maintenance related. They discussed the true value of the improvements as it relates to the grant amount and were in favor of changing the guidelines and to increase transparency of issued funds.

Action was tabled on three loan requests at the EDA meeting of April 11, 2016. The Commissioners discussed the loan requests, noting the pending projects were maintenance related. Because the applications were submitted under the guise of the current guidelines, the Commissioners were compelled to proceed with approval. The pending projects will exhaust the annual budget for the Program. Commissioner Coop suggested that during budget review later this year, a determination can be made as to whether the FLIP should be funded for 2017, or if a hiatus for a year is warranted until specific guidelines are implemented. The Commissioners did express concern for continuation of utilizing the Revolving Loan Fund for façade improvement grants and its imminent demise. Commissioner Shutes commented that perhaps instead of a grant, the program should provide low or no interest loans.

After further discussion and comments, it was the consensus of the Commission the FLIP should be for enhancements, new construction and re-development. Further discussion will take place regarding the merit of the program and utilizing percentage-base for certain projects. Commissioner Doyle requested that Staff research other cities regarding their incentive programs for business owners. She would like to see a program that focuses on attracting and assisting new businesses. Chair Krant summarized the discussion by noting that the pending projects will be presented for approval at the next EDA regular session on May 9, 2016. The Commissioners will then review the FLIP policy guidelines and budget during the upcoming months. Community Development Director Smith Strack will research other cities regarding incentive programs for attracting new businesses, in addition to seeking information about façade improvement or other assistance programs for local businesses.

**3.2. Chamber Sign.**

Community Development Director Smith Strack explained the Commissioners had discussed the Chamber sign at a previous EDA meeting and determined the EDA was not interested in inheriting the sign. She asked if there was interest in the sign if it were converted to directional signage rather than as a promotional sign. The Commissioners were encouraged by this idea and asked that Staff bring back a mock-up of the revamped sign for the next EDA meeting.

**4. ADJOURN.**

MOTION by Commissioner Fahey, second by Commissioner Coop, to adjourn at 5:47 p.m. ALL VOTED AYE. MOTION CARRIED.

Respectfully submitted,

Patricia Krings  
Recording Secretary



## MEMORANDUM

DATE: May 9, 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  
 APRIL 2016

Act Code	Check Name	Amount	Comments
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**FUND 801 ECONOMIC DEVELOPMENT AUTHORITY**

**DEPT 460500 DEVELOPMENT**

801-460500-201000	RITEWAY FORMS & MANUFACTURING	\$34.04	SUPPLIES - EDA
801-460500-202000	OFFICE DEPOT, INC	\$14.14	PAPER - EDA
801-460500-304000	KENNEDY & GRAVEN CHARTERED	\$434.80	LEGAL - EDA

*CLS  
4-28-16*

**DEPT 460500 DEVELOPMENT**

\$482.98

**FUND 801 ECONOMIC DEVELOPMENT AUTHORITY**

\$482.98

**FUND 802 HOUSING/REDEVELOPE AUTHORITY**

**DEPT 460500 DEVELOPMENT**

802-460500-304000	KENNEDY & GRAVEN CHARTERED	\$500.00	LEGAL- HRA
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*CLS  
4-28-16*

**DEPT 460500 DEVELOPMENT**

\$500.00

**FUND 802 HOUSING/REDEVELOPE AUTHORITY**

\$500.00

\$1,271,804.97



## MEMORANDUM

DATE: May 9, 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 \$1,500. We have not been invoiced for work approved in January for Neisen's Corner Bar. Six projects are on the May agenda.

#### **Revolving Loan Fund**

The current balance of Fund 800, Revolving Loan Fund, as of the date of this memo is \$149,332.88. The current outstanding principal is \$174,363.30 with outstanding interest of \$13,061.32. 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: May 9, 2016

TO: EDA President Krant, EDA Board Members, and Administrator Kreft

FROM: Cynthia Smith Strack, Community Development Director

RE: Item 5.2 HRA Retirement, Transfer of Property, Projects, and Programs to EDA

**REQUEST: Resolution 16-08 Accepting Transfer of Projects, Programs, and Property From the Housing and Redevelopment Authority In and For the City of Belle Plaine and Approving Certain Matters in Connection Therewith**

### GENERAL INFORMATION

**EDA Task:** Act on Resolution 16-08 – Resolution Relating to the Transfer of HRA Projects, Property, and Programs to the Belle Plaine Economic Development Authority.

**Overview:** With prior conceptual agreement of both the HRA and the EDA, the City Council authorized dissolution of the HRA and transfer of programs, projects, and property to the EDA. The next step in dissolving the HRA is for the HRA to approve the attached resolution.

**Attachments:** Resolution 16-08 Resolution Relating to the Transfer of HRA Projects, Property, and Programs to the Belle Plaine Economic Development Authority.

**BELLE PLAINE ECONOMIC DEVELOPMENT AUTHORITY**

**RESOLUTION NO. 16-08**

**RESOLUTION ACCEPTING TRANSFER OF PROJECTS, PROGRAMS, AND PROPERTY FROM THE HOUSING AND REDEVELOPMENT AUTHORITY IN AND FOR THE CITY OF BELLE PLAINE AND APPROVING CERTAIN MATTERS IN CONNECTION THEREWITH**

BE IT RESOLVED BY the Board of Commissioners of the Belle Plaine Economic Development Authority (the “EDA”) as follows:

1. Pursuant to Resolution No. 90-40, adopted by the City Council of the City of Belle Plaine, Minnesota (the “City”) on November 19, 1990 (the “Enabling Resolution”), the City Council of the City established the EDA in accordance with Minnesota Statutes, Chapter 469 (the “Act”) to promote and to provide incentives for economic development in the City.

2. The Enabling Resolution provides that the EDA has and may exercise all of the powers conferred by the Act upon a housing and redevelopment authority of the City.

3. Pursuant to Resolution No. 16-040, adopted by the City Council of the City on April 18, 2016, and pursuant to Section 469.094, subdivision 2 of the Act, the City Council transferred the control, authority and operation of any project defined in Section 469.174, subdivision 8 (relating to tax increment financing for such projects) and any other project or program established by the Housing and Redevelopment Authority in and for the City of Belle Plaine (the “HRA”) from the HRA to the EDA. The EDA accepts responsibility for the control, authority and operation of each project and program of whatever nature heretofore established by the HRA, including but not limited to any tax increment financing districts, properties owned by the HRA, outstanding contracts to which the HRA is a party, duties, obligations, and powers.

4. All funds transferred from the HRA to the EDA shall be held in a separate account and accounted for separately.

5. Section 469.094, subdivision 2 of the Act provides that when a project or program is transferred from the HRA to the EDA, the EDA must covenant and pledge to perform the terms, conditions and covenants of any agreement of the HRA executed for the security of any bonds issued in support of the transferred project or program and to perform the terms, conditions and covenants of the HRA in connection with the program or project so transferred. The EDA hereby covenants and pledges to assume all of the duties and responsibilities of the HRA in connection with each and every program or project so transferred by the City from the HRA to the EDA.

6. The EDA approves and adopts the Amended and Restated Bylaws dated as of the date hereof.

7. The Executive Director of the EDA is authorized and directed to take whatever steps are necessary to give effect to this resolution. The President and Executive Director are authorized and directed to execute, deliver and accept on behalf of the EDA any and all documents and instruments necessary to give effect to this resolution.

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

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President

ATTEST:

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Executive Director