



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

MONDAY, SEPTEMBER 12, 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 August 8, 2016.
4. TREASURERS REPORT.
 - 4.1. Approval of Bills.
5. BUSINESS.
 - 5.1. Financial Incentives Update.
6. ADMINISTRATIVE REPORTS.
 - 6.1. Commissioner Comments.
 - 6.2. Director's Update.
 - 6.3. Upcoming Meetings.
 1. Destination BP 2040, 6:00 pm, Wednesday, September 14, 2016.
 2. Next Regular Session, 5:00 pm, Monday, October 10, 2016.
7. ADJOURNMENT OF REGULAR SESSION.
8. WORK SESSION.
 - 8.1. Façade Improvement Loan Program Guidelines.

There may be a quorum of the Belle Plaine City Council present at the meeting.

**BELLE PLAINE ECONOMIC DEVELOPMENT AUTHORITY
REGULAR MEETING
AUGUST 8, 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, August 8, 2016 at City Hall, 218 North Meridian Street, Belle Plaine, MN. President Rick Krant called the meeting to order with Commissioners Cary Coop, Henry Pressley, Nathan Shutes, Dick Coleman, Crystal Doyle and Lisa Fahey present. Also present were Community Development Director Cynthia Smith Strack and Mayor Michael Pingalore.

Mayor Michael Pingalore was present and distributed a letter regarding meeting decorum. He explained the importance of the utmost professional conduct at public meetings.

2. APPROVAL OF AGENDA.

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

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

MOTION by Commissioner Coop, second by Commissioner Fahey, to approve the Regular Session Minutes of July 11, 2016. ALL VOTED AYE. MOTION CARRIED.

4. TREASURERS REPORT. 4.1. Approval of Bills.

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

5. BUSINESS.

5.1. Financial Incentives Update.

Community Development Director Smith Strack explained the EDA has historically examined existing outstanding loans at each EDA meeting. The year to date expenditures under the Façade Improvement Loan program are currently at \$7,500. The current balance of Fund 800, Revolving Loan Fund, \$151,455.01. The current outstanding principal is \$168,797.26 with outstanding interest of \$12,392.19. All loans are current.

It was the consensus to accept the Financial Incentives Update as presented.

6. ADMINISTRATIVE REPORTS.

6.1. Commissioner Comments.

There were no further Commissioner comments.

6.2. Director's Update.

Community Development Director Smith Strack provided a summary of the activities listed in the Director's Update.

6.3. Upcoming Meetings.

1. Next Regular Session, 5:00 pm, Monday, September 12, 2016.

2. Destination BP 2040, 6:00 pm, Wednesday, September 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 5:10 p.m. ALL VOTED AYE. MOTION CARRIED.

8. WORK SESSION.

President Krant announced the work session at 5:11 p.m. with Commissioners Cary Coop, Henry Pressley, Nathan Shutes, Dick Coleman, Crystal Doyle and Lisa Fahey present. Also present were Community Development Director Cynthia Smith Strack and Mayor Michael Pingalore.

8.1. Follow up Discussion – Festivals.

Community Development Director Smith Strack explained that last month the EDA discussed potential economic benefits and challenges provided by regional events such as festivals. Included with Community Development Director Smith Strack's memo was information regarding economic impact analysis. She explained that the document pertaining to economic impact analysis (mining) can be applied to festivals.

Commissioner Shutes provided an update on the findings by he and Commissioner Fahey regarding the re-location site of the Renaissance Festival in Shakopee. Very little information was revealed by the Renaissance office and it was assumed that they have already selected their new site. Commissioner Shutes recommended a letter of interest by the City Council be mailed to the Renaissance Festival. Commissioner Fahey explained the marketing opportunity provided by River South for the promotion of entertainment activities in Belle Plaine. She also commented that St. Lawrence Township Board was not forthcoming in discussions about the Renaissance relocation. Commissioner Pressley commented that it is important to keep communication lines open.

8.2. Façade Improvement Loan Program Guidelines.

Community Development Director Smith Strack explained that for the past several months the EDA has been discussing the façade improvement loan program. Consensus is the program guidelines need to be refined so as to provide more value for the public's investment. The Commissioners were provided a worksheet designed to determine the perceived value of past projects, a comparison of BPEDA Façade Improvement Loan Program and similar programs and the existing FILP guidelines.

Commissioner Shutes commented that it appears loans distributed to owners and operators tend to be for maintenance while tenants seek funds for awnings and signage. There are two different objectives: one is protect property values and the other is to promote business. He wondered which of these objectives is more beneficial for economic growth. Commissioner Shutes supports two programs, one for maintenance and one for aesthetics. He believes the original intent of the program was to increase foot traffic and promote business, rather than supporting property values. Commissioner Fahey supports helping the business owner as they are taxpayers. Commissioner Pressley, reviewing the list of FILP grants, commented on the need to assess the value base of each project to determine the guidelines going forward. Commissioner Shutes questioned whether it is more beneficial to help the owner for increased property value, or to encourage more foot traffic. He also commented that it is important to consider historic preservation. Mayor Pingalore commented that rent paid by tenants should go towards maintenance of the building. He suggested the FILP guidelines align with the objective and that a stipulation be added regarding payback of the loan/grant for buildings that are sold within a certain timeframe. Commissioner Fahey explained the program was initially created to help give the downtown a

“face lift.” Commissioner Doyle commented the economy now may be very different from the initial implementation; the focus today should be on assisting businesses with improving and expanding efforts. Commissioner Shutes noted that if two programs are implemented, the percentage assigned to each could fluctuate according to the annual needs. Commissioner Doyle said that guidelines for two programs will help the business owner determine the best use of funds. Community Development Director Smith Strack supports historic preservation to maintain the integrity of the downtown buildings as part of the FILP program. She also supports a value-added system to help determine a percentage based incentive depending on the total project cost. An emphasis could be placed on the utilization of local contractors. There could be even more variables as it relates to the review criteria of a project. Commissioner Shutes supports a value based percentage for grant funds. Commissioners Krant, Pressley and Coop were in agreement that signs should not be funded. Commissioner Fahey concurred, with the exception that she would support a sign of historic value.

President Krant obtained a vote from each Commissioner regarding their preference as to: 1) leaving the guidelines as currently written; 2) Implementing two programs – maintenance related and aesthetics; and 3) exclude maintenance projects. It was the consensus to direct Community Development Director Smith Strack to prepare draft guidelines for two programs: maintenance related and aesthetics. She will propose increasing the EDA budget for 2017 by \$12,000 for the FILP program to prevent a spenddown of the RLF fund.

Commissioner Pressley appreciated the primer on the Economic Impact Analysis provided by Community Development Director Smith Strack. He would like to apply this information at a local level.

President Krant commented on the role of the EDA and suggested next month’s topic include the promotion of economic development near the site of the new Enterprise Drive overpass and Commerce Drive. The Commissioners concurred.

9. ADJOURN.

MOTION by Commissioner Coop, second by Commissioner Pressley, to adjourn the work session at 6:25 p.m. ALL VOTED AYE. MOTION CARRIED.

Respectfully submitted,

Patricia Krings
Recording Secretary



MEMORANDUM

DATE: September 12, 2016
TO: EDA President Krant, EDA Board Members, and Interim Administrator Meyer
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
 SEPTEMBER 2016

Act Code

Check Name

Amount Comments

FUND 801 ECONOMIC DEVELOPMENT AUTHORITY

DEPT 460500 DEVELOPMENT

801-460500-201000 OFFICE DEPOT, INC
 801-460500-322000 PURCHASE POWER
 801-460500-343000 VOYAGEURWEB
 801-460500-575000 SCOTT COUNTY TREASURER

\$41.50 EDA - OFFICE SUPPLY
 \$6.35 EDA - POSTAGE
 \$20.00 EDA - DOMAIN RENEWAL
 \$131.22 EDA - COMPUTER

*CLS
9-7-16*

DEPT 460500 DEVELOPMENT

\$199.07

FUND 801 ECONOMIC DEVELOPMENT AUTHORITY

\$199.07

FUND 802 HOUSING/REDEVELOPE AUTHORITY

DEPT 460500 DEVELOPMENT

802-460500-190000 CLINTON WESTPHAL

\$1,000.00 HRA RES FAÇADE - BEAURTIFIC

*CLS
9-7-16*

DEPT 460500 DEVELOPMENT

\$1,000.00

FUND 802 HOUSING/REDEVELOPE AUTHORITY

\$1,000.00



MEMORANDUM

DATE: September 12, 2016
TO: EDA President Krant, EDA Board Members, and Interim Administrator Meyer
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 \$7,500.

Revolving Loan Fund

The current balance of Fund 800, Revolving Loan Fund, as of the date of this memo is \$153,533.40. The current outstanding principal is \$166,931.32 with outstanding interest of \$12,179.74. All loans are current.

Budget/Funding Source for FILP

The City Council approved a preliminary budget for 2017 at the September 6th Council meeting. The preliminary budget can be decreased but not increased. The final budget must be certified to the County by mid-December.

- \$8,000 is included in the preliminary budget for the façade improvement loan program.
- EDA consulting fees for the moment have been bumped up \$6,000 to provide flexibility for participation in projects
- HRA programs (down payment assistance, rehab, and energy efficiency) at \$11,500.

ACTION

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



MEMORANDUM

DATE: September 12, 2016
TO: President Krant, Members of the EDA and Interim Administrator Meyer
FROM: Cynthia Smith Strack, Community Development Director
RE: Item 6.2 Director's Report

Design Committee

Some members of the DC joined elected official in attending a demonstration of uplighting for trees within downtown sidewalks. The Council authorized design of a project for lighting eight to 14 trees in the downtown. The Council is expected to act on authorizing the project at the September 19th meeting. The placemaking effort will redefine downtown atmosphere and ambiance. The Design Committee will next meet October 3rd.

Planning Commission

The PC will hold a public hearing one Buesgens Commercial Center preliminary plat at their meeting following the EDA meeting. The plat is a result of the EDA's request for a grant from the Scott County EDI program. The purpose of the plat is development of shovel ready commercial lots and not to provide for a specific project.

The PC will also be discussing revised language relating to bluff preservation.

Other

- The utility-scale solar project for the Devine-Johnson Property is expected to be before the PC next month.
- An inventory of vacant lots conducted the final week of August finds 89 vacant lots. A healthy supply of lots is three to five times the annual number of new home permits. We anticipate over thirty new home permits will be issued this year in addition to the 54 units of multiple family dwellings for TLHA. Additional new residential lots are needed.
- Maxfield Research recently completed the second draft of a housing study for all communities in Scott County. The study concludes demand for:
 - Belle Plaine has a zero percent vacancy rate across all rental housing types – market rate, shallow-subsidy, and deep subsidy. Market equilibrium is five percent.
 - Rent is lower in Belle Plaine most all other cities in Scott County (\$0.62/sf 2BR; \$0.59/sf 3BR) due to aging of construction and distance from Minneapolis/St. Paul.
 - Home prices/values are lower in Belle Plaine than all other areas in Scott County. Home prices are lower due to distance from the metro area. Median SF home sale price in Belle Plaine in 2015 was \$194,250. The next closest median sale price is \$225,000 in New Prague. Jordan's median home sale price in 2015 was \$249,000. Houses in Belle Plaine were on the market for a shorter period of time than in New Prague or Jordan.
 - Townhouses in Belle Plaine had a higher median home sale price \$153,500 than New Prague \$149,900 and Jordan \$140,500.
 - Forecast demand for single family detached homes in Belle Plaine to 2040 is 1,226 dwellings.
 - Forecast demand for townhomes in Belle Plaine through 2040 is 379 dwelling units.
 - Forecast demand for rental units through 2040 is 458 units.
 - Forecast demand for senior owner occupied units through 2040 is 56 dwellings.
 - Forecast demand for senior rental through 2040 is 309 dwelling units.
- Joint meeting Destination Belle Plaine 2040 – September 14th – bring comfortable shoes. Topic is parks/placemaking.



MEMORANDUM

DATE: September 12, 2016
TO: EDA President Krant, EDA Board Members, and Interim Administrator Meyer
FROM: Cynthia Smith Strack, Community Development Director
RE: Item 8.1 Work Session: Façade Improvement Loan Program

GENERAL INFORMATION

For the past several months the EDA has been discussing the façade improvement loan program. Consensus is the program guidelines need to be refined so as to provide more value for the public's investment.

Input and comment from previously meetings has been used to inform development of revised guidelines. Please find attached a marked-up loan program policy.

The redraft is substantially different in approach than the current policy. The intent is to maximize public investment and clarify project attributes that may be eligible for program funding and those that are less likely to provide the public a consistent program benefit.

Staff's intended function of the redraft is to provide a tangible framework for continuing to update program policy as opposed to a final, finished policy. Discussion first at a conceptual level, then more detailed individual standard review (if appropriate) is kindly requested.

Proposed substantial conceptual modifications to the policy include:

1. Clarification of purpose of program – suggested focus is externally recognizable physical improvements to commercial property as a means to achieving redevelopment.
2. Eligible projects. Rather than having a list of eligible and non-eligible activities the approach is more nuanced and varied. Program activities are divided into four categories with associated program benefit weighted more heavily toward desirable activities. Activities are categorized as:
 - a. Eligible for a \$1 to \$1 match. Every dollar spent on one of these activities is eligible for \$1 in forgivable loan.
 - b. Eligible for a \$1 to \$5 match. Every five dollars spent on one of these activities is eligible for \$1 in a forgivable loan. The \$5 is just a placeholder – it could be \$2, \$10, \$100, etc. Only capital or material expenses are eligible not labor, intended to weed out artificially inflated estimates.
 - c. Eligible for use as a portion of the program match (e.g. 50%) but not for forgivable loan fund dollars.
 - d. Non-eligible uses.
3. A loan approval process has been outlined. Part of the process is a timeline for review of applications. The timeline favors more substantial projects by contemplating separate review periods for projects less than \$10,000 and \$10,000 or greater. Since loan funds are limited there is a natural benefit to applying earlier rather than later. While not prescribing a competitive grant cycle the draft guidelines nudge applicants toward larger projects. Draft guidelines include immediate review (i.e. monthly) for projects of \$10,000 or more in value and quarterly review for projects less than \$10,000.

FAÇADE IMPROVEMENT LOAN PROGRAM POLICY

Belle Plaine Economic Development Authority
(BPEDA) In and For the City of Belle Plaine

PURPOSE

The purpose of the Façade Improvement Loan Program is to promote externally recognizable physical improvement(s) to business properties resulting in:

1. Redevelopment or expansion of existing structures. (NOTE: should new buildings be eligible – if so add “or development of new structures).
2. Removal, prevention, or reduction in blighting conditions.
3. Maintenance or enhancement of property value.

~~establish a loan program to provide the capability and incentive for owners and tenants of new and existing businesses to upgrade the appearance of their places of business, thereby improving their marketability and promoting redevelopment of new and existing business properties within the City.~~

ELIGIBLE PROJECTS

1. The following are eligible for program consideration on a dollar for dollar match basis (i.e. \$1 grant for every \$1 applicant match). Projects with higher applicant participation are encouraged.
 - A. Building additions which are consistent with the zoning code and approved by the Design Committee.
 - B. New or replacement of awnings employed for building enhancement purposes as opposed to signage for a building tenant.
 - C. New or substantial improvement of building entrances.
 - D. Building adornment improvements or building upgrades reminiscent of historical building construction.
 - E. Placement or replacement of high quality exterior building materials defined as brick, marble, granite, natural stone, textured cement stucco, artificial stucco, artificial stone, brick veneer, and stone veneer.
 - F. Repointing of mortar and brick repair of structures deemed by the BPEDA to be of potential historical significance.
 - G. Repair or replacement stucco.
 - H. Expansion of street level building openings (windows, doors) in the Central Business District.

2. Capital or material expenses associated with the following are eligible for program consideration on a not less than one dollar to five-dollar match basis (i.e. \$1 grant for every \$5 applicant match).

- A. Re-roofing.
- B. Painting.
- C. Residing.
- D. Window and/or door replacement.
- E. Landscaping, including planters and baskets.
- F. (See NOTE above – consider adding: New construction consistent with the zoning code and approved by the Design Committee)

3. Costs associated with the following activities may be used in calculating up to fifty percent (50%) of the required applicant match but are not eligible for loan funding.

- A. Changing of awnings due to tenant or occupancy change.
- B. Signage.
- C. Window and/or door relocation.
- D. Interior physical improvements to the structure.
- E. HVAC, electrical, and mechanical upgrades
- F. Building acquisition.
- G. Trash or mechanical enclosures.
- H. Access improvements required under the Americans with Disabilities Act.

4. Projects including a combination of grant to applicant matches (i.e. \$1:\$1, \$1:\$5, and 50% applicant match) shall be reviewed concurrently as a single project with individual match component requirements applied.

INELIGIBLE PROJECTS

The following do not constitute an eligible applicant match activity:

- 1. Sweat equity.
- 2. Activities not consistent with the City Code and/or Building Code as may from time to time be amended.
- 3. Activities proposed by Applicants who are not in good standing with the City. For example, Applicants who have past-due utility bills, delinquent property tax payment(s), delinquent assessments, unresolved building permit issues, non-current rental licenses, and similar issues
- 4. Activities on property owned by individuals who are not in good standing with the City. For example, property owners who have past-due utility bills, delinquent property tax payments, delinquent assessments, unresolved building permit issues, non-current rental licenses, and similar issues.

DURATION

Loans may be made under these policies to the extent that funds are available as allocated by the City Council on an annual basis to the fund by the BPEDA.

NATURE OF LOANS

~~Staff will review each loan application. The loans will be allowed only for façade improvements of businesses within the City limits of Belle Plaine. The~~ The maximum amount for the loan is \$1,500 per ~~business structure~~ per calendar year. ~~The loan will require a 1:1 match of the applicant.~~ Required property owner match may be in the form of equity or either through personal funds or a loan from a lender provided the lender is not the City of Belle Plaine or the BPEDA.

LOAN APPROVAL PROCESS Goals for the Use of Loan Funds

Loan applications will be accepted year-round and reviewed as followed:

1. The Application shall be signed by the owner of the subject property. The Applicant may be the property owner or property lessee.
2. The Applicant shall complete and submit an application on a form approved by the BPEDA.
3. The Applicant shall provide required information as directed. Required information may include estimates from contractors, material/color samples, site or building plan drawings or illustrations, and other pertinent information.
- 1.4. Staff will review each loan application and make a recommendation to the Belle Plaine Economic Development Authority (BPEDA). The BPEDA will review the request. The BPEDA may approve the full loan amount requested, approve of a portion of the loan amount requested, or deny the request. Loan disbursements shall be approved by resolution of the City Council. If the BPEDA denies the loan request no City Council action is required.
5. The Applicant shall execute a promissory note prior to loan disbursement.
6. The following criteria will be used to evaluate the loan application:
 - A. Whether or not the required applicant match is met. Projects including a larger applicant match than required will receive priority consideration. Projects not meeting the required match will not be considered.
 - B. The extent to which the project will promote retention of existing businesses or promote the establishment of new businesses.
 - C. The overall cost of the project and the resulting increase in estimated market value. Projects with higher overall costs and/or projects resulting in higher estimated market value increases will receive priority consideration.

- D. The extent to which the project utilizes local contractors, suppliers, vendors, professionals, and/or financial institutions. Projects using more local resources will receive priority consideration.
- E. Whether or not the project is consistent with the Comprehensive Plan and zoning code. Projects not consistent with the Comprehensive Plan or zoning code will not be considered unless appropriate action is taken to remedy the inconsistency (e.g. Comprehensive Plan amendment, variance issued, rezoning, etc).

7. Application Review/Decision Timeline. Applications will be accepted on a year-round basis. Applications shall be reviewed as follows:

- A. Applications for projects of \$10,000 or more in projected costs as evidenced by a signed estimate from a professional contractor(s) will be considered on a monthly basis.
- B. Applications for projects less than \$10,000 in projected costs as evidenced by a signed estimate from a professional contractor(s) will be considered on a quarterly basis (March, June, September, December). The City may require additional estimates from professional contractors to validate project costs.
- C. Applications shall be reviewed based on merit of the project as defined by the established review criteria and not dependent on the date a completed application was received.

~~By providing loans for façade improvements to existing and new businesses, the BPEDA has established the following goals:~~

- ~~1. The project will improve the façade of the business, thereby protecting property values.~~
- ~~2. The project will promote the retention of existing businesses and promote new business establishment.~~
- ~~3. The project will remove, prevent or reduce blight.~~
- ~~4. The projects may not be nonconforming uses and must be generally consistent with the City of Belle Plaine's Comprehensive Plan.~~
- ~~5. The projects will not significantly or adversely increase the impacts on existing service needs in the City.~~
- ~~6. The projects must meet the design guidelines established by the Belle Plaine Zoning Ordinance and the Belle Plaine Design Manual.~~
- ~~7. The project should seek to utilize local contractors, suppliers, vendors, professionals, and/or financial institutions.~~

APPLICANT ELIGIBILITY

Applicants may be individual owners, partnerships, corporations, tenant operators, or contract for deed purchasers of property and building within the City of Belle Plaine, but must provide all documentation of entity status requested in the application form. Tenant operators shall be co-applicants for the Façade Improvement Loan Program together with fee owners of subject real property. The Applicant's property must be of conforming use or a legal non-conforming use under the Belle Plaine Zoning Ordinance.

Eligible Improvements for Use of Funds

~~Loan funds may be used to improve the exterior appearance of buildings and property within the City of Belle Plaine.~~

~~The definition of “façade” is used to assist in determining what eligible improvements are. The definition of “façade”, according to the Merriam-Webster online dictionary, is the: 1) front of a building; also : any face of a building given special architectural treatment or 2) a false, superficial, or artificial appearance or effect.~~

~~Improvements may include, but are not limited to the following list. All eligible improvements must be visual from the adjacent public street.~~

- ~~1. Awnings~~
- ~~2. Painting~~
- ~~3. Residing~~
- ~~4. Window replacement/repair~~
- ~~5. Brick replacement/repair~~
- ~~6. Stucco replacement/repair~~
- ~~7. Roofs~~
- ~~8. Door replacement/repair~~
- ~~9. Siding replacement/repair~~
- ~~10. Exterior lighting~~
- ~~11. Labor or design of the qualifying improvements~~

~~Ineligible improvements include:~~

- ~~1. Any interior work~~
- ~~2. Landscape improvements, including plants or planters~~
- ~~3. Building improvements not visible from the public street~~
- ~~4. Building additions/new construction~~
- ~~5. Improvements completed or in progress at the time of application~~
- ~~6. Building acquisition~~
- ~~7. Routine maintenance~~
- ~~8. Mechanicals and HVAC systems~~
- ~~9. Trash and mechanical enclosures~~

PAYMENT OF LOAN

~~The applicant must determine if a building permit is required for the proposed work to be done.~~ If a building permit is required, it must be obtained concurrently with application for loan funds. The proposed improvements must be approved by the Design Committee prior to approval of funding and commencement of the project.

The Aapplicant must submit the invoice or bill (or copy) for the improvement to the Community Development Director. The City will process a check for one-half of the amount of

the bill up to \$1,500. The check will be forwarded directly to the company or the vendor of the product. Under no circumstances will the Applicant be directly reimbursed for work done, nor will work completed prior to approval of the application be allowed to qualify for the loan funds, unless approved by the EDA with reasonable justification by the ~~A~~applicant as deemed necessary by the Commission.

REPAYMENT OF LOAN

The amount of the loan (without interest) will be due and payable to the Belle Plaine EDA one (1) year following the distribution of loan funds. If, however, the business to which the loan was granted remains in business in the improved building one (1) year following the distribution of loan funds or the ~~a~~applicant transfers ownership to another entity that maintains the business in the improved building for at least one (1) year following the distribution of loan funds, the loan shall be forgiven by the Belle Plaine EDA.

CONFLICT OF INTEREST

The applicant shall submit the name(s) or the owner(s), shareholder(s), partner(s), sole proprietor, corporation member(s), or other person(s) or business(es) with any financial interest in the project and its financing in order to preclude any conflict of interest in the loan review and approval process.

RIGHT TO DENY

The BPEDA reserves ~~has~~ the right to deny any application based on written review criteria, written policy, and/or limited program funds. ~~based on their discretion.~~