



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

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

5:00
P.M.

1. CALL TO ORDER. 1.1. Roll Call.
2. APPROVAL OF AGENDA.
3. APPROVAL OF MINUTES.
 - 3.1. Regular Session Minutes of October 10, 2016.
4. TREASURERS REPORT.
 - 4.1. Approval of Bills.
5. BUSINESS.
 - 5.1. Financial Incentives Update.
 - 5.2. Update: EDI Grant Program 2017.
 - 5.3. Restoration, Opportunity, Sustainability, and Enterprise (ROSE) Loan Program.
 - 5.4. Chamber Sign Discussion.
 - 5.5. Bikeways (for December 7th Joint Meeting – Destination BP 2040).
6. ADMINISTRATIVE REPORTS.
 - 6.1. Commissioner Comments.
 - 6.2. Director's Update.
 - 6.3. Upcoming Meetings.

Next Regular Session, 5:00 pm, Monday, December 12, 2016.
7. ADJOURNMENT OF REGULAR SESSION.
8. WORK SESSION.
 - 8.1. Financial and Technical Incentives Available Through BPEDA

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

**BELLE PLAINE ECONOMIC DEVELOPMENT AUTHORITY
REGULAR MEETING
OCTOBER 10, 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, October 10, 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 and Nathan Shutes present. Commissioners Crystal Doyle and Henry Pressley were not present. Also present was Community Development Director Cynthia Smith Strack.

2. APPROVAL OF AGENDA.

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

3. APPROVAL OF MINUTES. 3.1. Regular Session Minutes of September 12, 2016.

MOTION by Commissioner Coop, second by Commissioner Fahey, to approve the Regular Session Minutes of September 12, 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. ALL VOTED AYE. MOTION CARRIED.

5. BUSINESS.

5.1. Financial Incentives Update.

Community Development Director Smith Strack explained that the year to date expenditures of the Façade Improvement Loan currently at \$7,500. The current balance of Fund 800, Revolving Loan Fund, is \$155,396.90. The current outstanding principal is \$165,067.86 with outstanding interest of \$11,964.81. All loans are current. Staff released a lien card for a vehicle which had contributed to security for a loan issued last year. The loan principal previously paid exceeds the discounted value assigned to the vehicle one year ago. The lien release was previously approved by the MCCD with whom the EDA has a inter-creditor agreement.

Commissioner Coleman commented on the aesthetically-pleasing new doors of Sparetime Tavern, 117 West Main Street, which were the result of the Façade Improvement Loan program.

5.2. EDI Grant Program 2017.

Community Development Director Smith Strack explained the Scott County Community Development Agency (CDA) has \$340,000 in matching grant dollars available for the 2017 cycle. Completed applications are due by November 4, 2016. Board Members may recall recommending approval of three grant projects earlier this year (for 2016 grant program). The FSS is syncing the program to a calendar year, therefore, the application deadline has been moved up from previous years. Our 2016 project included pairing 'Smart Jobs Board' software with our website, producing a feasibility report for extension of the northern sanitary interceptor sewer, and platting Les Buesgens property at Hickory/Enterprise.

Corridor Readiness Program helps cities complete land use, transportation, and environmental studies and contracted planning services that are intended to maximize development and redevelopment and the investment of capital within specified corridors, including Highway 169. A local match of \$1 for each \$2 of

Corridor Readiness grant is required. Of the \$340,000 grant dollars available, \$250,000 has been set aside for the "Corridor Readiness Program".

Technical Assistance Program provides funding for projects enhancing economic development activities with the goal of creating new jobs. This program can't be used to fund: local or regional marketing programs, creation of local business subsidy programs, completion of studies necessary to promote/enhance economic development opportunities, local business surveys, creation of development incentive programs, or projects that are consistent with the Unified Economic Development, Land Use, and Transportation Plan Charter goals and objectives and the work plan. A local match of \$1 is required for each \$1 of Technical Assistance Program grant. Of the \$340,000 grant dollars available \$90,000 for the "Technical Assistance Program".

Staff proposes an application to the "Corridor Readiness Program" to build on the previous grant award for the platting of the Buesgens Commercial Center. This second grant would provide funds for development of construction plans for roadway and utility extension of Enterprise Drive east of Hickory Boulevard (not including roundabout at Hickory/Enterprise). The estimated cost is \$35,000. Community Development Director Smith Strack explained that Buesgens would be responsible for one-half of the cost, or \$17,500. The local match of \$1 for each \$2 of Corridor Readiness Program calculates to approximately \$6,000.

Community Development Director Smith Strack noted that she is verifying whether easement acquisition for the northern sanitary sewer interceptor extension is an eligible project.

MOTION by Commissioner Coop, second by Commissioner Fahey, to recommend the City Council authorize submittal of grant application for the Scott County Community Development Agency for the Corridor Readiness Program to assist with construction plans for the improvement of Enterprise Drive east of Hickory Boulevard, at a cost not to exceed \$7,000 to be expended from the EDA's consulting budget line item. ALL VOTED AYE. MOTION CARRIED.

5.3. Deed Library from EDA to City.

Community Development Director Smith Strack explained the EDA holds the title for the real property and library building. The EDA is the property owner due to the financing mechanism used to construct the building in the mid-1990s. The EDA issued lease revenue bonds for the project. The bonds have long since been retired, however, the title was retained by the EDA. Finance Director Meyer has requested title be transferred to the City as the City holds an agreement with Scott County Library Systems and the City has traditionally budgeted for property insurance for the parcel.

MOTION by Commissioner Coleman, second by Commissioner Coop, to approve Resolution 16-011, Conveyance of the Library at 125 West Main Street. ALL VOTED AYE. MOTION CARRIED.

6. ADMINISTRATIVE REPORTS.

6.1. Commissioner Comments.

Commissioner Coop noted the library was built by the EDA under a lease revenue bond with the City, a method that avoided a referendum. He commented that the topic of a community center was discussed at the recent candidate forum and questioned whether a lease revenue bond would be utilized for the construction of it. Commissioner Coleman commented that there is much discussion about building a community center, but the cost to taxpayers is not feasible.

6.2. Director's Update.

Community Development Director Smith Strack provided highlights from her Director's Update that was included in the Commissioners' packets. She invited the EDA to the round table discussion on housing at 2:00 p.m. on Wednesday, October 26th. Commissioner Coleman inquired about the status of the EDA's budgeting process for 2017. Community Development Director Smith Strack explained that although she requested the consulting budget line item be increased by \$15,000, the City Council did not approve the request. Funding of \$8,000 for the Façade Improvement Loan Program will now be expended from the levy, rather than the Revolving Loan Fund.

Community Development Director Smith Strack will meet with members of the Chamber regarding the large sign near the water treatment plant. The Public Works Department added paver bricks and a concrete base, improving the aesthetics of the entrance monument along TH25/Walnut Street.

6.3. Upcoming Meetings.

- 1. Round Table Discussion on Housing, 2:00 pm, Wednesday, October 26, 2016.**
- 2. Next Regular Session, 5:00 pm, Monday, November 14, 2016.**

The Commissioners were reminded of the upcoming meetings as listed.

7. ADJOURNMENT OF REGULAR SESSION.

MOTION by Commissioner Coleman, second by Commissioner Shutes, to adjourn the Regular Session at 5:43 p.m. ALL VOTED AYE. MOTION CARRIED.

8. WORK SESSION.

8.1. Façade Improvement Loan Policy Review.

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. A completion date will be required as part of the application process.

The Commissioners discussed the final draft of the Façade Improvement Loan Program Policy and reviewed the spreadsheet created by Commissioner Shutes listing activities that correspond with a level of match eligibility. The Commissioners determined the spreadsheet would serve as an excellent guide for determining the match eligibility. Commissioner Shutes noted the possible confusion with identifying the match eligibility as stated on the spreadsheet. Commissioner Coop suggested listing a percentage instead. Upon close review, the Commissioners recommended that the word "Maintenance" be added to the Window and/or Door Replacement line item. The Window and/or Door Relocation will be removed.

Commissioner Shutes suggested that a brief description of the program is needed and offered to draft a few sentences that capture the essence and also a new title. He will provide this information to Community Development Director Smith Strack who will then email to the Commissioners for their review. Commissioner Coleman noted the importance of making the community aware of the program and suggested that previous applicants be asked how they became informed.

The Façade Improvement Loan Policy will be presented at the next meeting for adoption.

President Krant adjourned the meeting at 6:06 p.m.

Respectfully submitted,

Patricia Krings
Recording Secretary



MEMORANDUM

DATE: November 14, 2016
TO: EDA President Krant, EDA Board Members, and Administrator Votca
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
 NOVEMBER 2016

Act Code

Check Name

Amount Comments

FUND 801 ECONOMIC DEVELOPMENT AUTHORITY

DEPT 460500 DEVELOPMENT

801-460500-108000 HENRY PRESSLEY JR
 801-460500-201000 RITEWAY FORMS & MANUFACTURING
 801-460500-202000 OFFICE DEPOT, INC

\$80.00 2016 3QTR PER DIEM - EDA
 \$15.75 OFFICE SUPPLY - EDA
 \$14.14 EDA - COPY EXP
 \$109.89

CLS
11-4-16

DEPT 495100 GRANT PROJECT

801-495100-303000 BOLTON & MENK, INC
 801-495100-311000 KENNEDY & GRAVEN CHARTERED

\$5,633.00 EDA - N INTERCEPT SANITARY
 \$127.50 EDA - CONSULT

CLS
11-4-16

DEPT 495100 GRANT PROJECT

\$5,760.50
 \$5,870.39

FUND 801 ECONOMIC DEVELOPMENT AUTHORITY

\$111,819.71



MEMORANDUM

DATE: November 14, 2016
TO: EDA President Krant, EDA Board Members, and Administrator Votca
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.

Facade 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 estimated at \$155,762.68. The current outstanding principal is \$163,202.08 with outstanding interest of \$11,752.20. All loans are current.

Staff will update the aforementioned information if changes occur prior to the EDA meeting as this memo is being prepared ten days in advance of the meeting.

ACTION

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



MEMORANDUM

DATE: November 14, 2016
TO: EDA President Krant, EDA Board Members, and Administrator Votca
FROM: Cynthia Smith Strack, Community Development Director
RE: Item 5.2: Scott County CDA Grant – 2017 Cycle

REQUEST: Update on 2017 EDI Grant Program Application

GENERAL INFORMATION

The Scott County Community Development Agency (CDA) has \$340,000 in matching grant dollars available for the 2017 cycle. Completed applications were due November 4, 2016. We have submitted a request for \$102,500 in project equating to a \$65,300 in corridor readiness funds relating to two projects as follows:

1. Next steps: Extension of northern sanitary interceptor sewer (Phase I – 1st St NE to TH 169). This project includes wetland delineation, boundary/topographical surveys, title work/reports, legal boundary determination, easement document preparation, easement negotiation, securing of MPCA sanitary extension permit, MnDOT ROW and utility permit, and drafting of final plans and specifications. The City is seeking a \$42,200 grant (\$21,100 local match) to assist with next steps as identified. Actual cost of acquiring easement is not included in the grant request as it is not an eligible expense. Permanent and construction easement acquisition cost is projected at \$24,000 bringing the total project cost to \$89,000.
2. Next Steps: Buesgens Commercial Center (creation of shovel ready lots). This project is drafting final plans and specifications for the construction of roadway and associated utilities for Enterprise Drive east of the intersection with Hickory Boulevard adjacent to blocks three and four of Buesgens Commercial Center. Project estimated cost is \$35,000. The grant program requires one-third of the project cost be locally sourced. Property owner Les Buesgens has agreed to split the \$11,900 local match with the City. As such, our local share is \$5,950 plus \$2,125 in local in-kind (staff time) contribution for a total project value of \$37,500.

Board Members may recall discussing the second aforementioned project at the October EDA meeting. The first project listed above resulted from discussion at the Council level regarding extension of the northern sanitary interceptor sewer.

The purpose of this item is to update the Board on action relating to the 2017 CDA EDI grant program. No action is required at this time.



Scott County Community Development Agency
2017 EDI Grants
Grant Applications

Applications are due November 4, 2016 by 4:00 pm.

The applicant shall submit an electronic copy only of the application, including the completed resolution.

The electronic application should be submitted to Stacy Crakes, First Stop Shop Business Development Director, at scrakes@scottfss.org and must be received **no later than 4:00 p.m. on Friday, November 4, 2016.**

If you are submitting multiple projects/applications, please indicate below the priority of each project in your community.

Local Priority (rank with 1 being highest priority)	Project Name	Type of Grant Requested (Corridor Readiness or Technical Assistance)
1	Phase I Northern sanitary interceptor sewer extension planning and easement acquisition.	Corridor Readiness
2	Drafting of construction documents for street and municipal utility extension in SCALE established transportation corridor: Buesgens Commercial Center.	Corridor Readiness
3		

Grant Types

Corridor Readiness. This program is intended to assist communities in completing land use, transportation and environmental studies and contracted planning services that are intended to maximize development and/or redevelopment opportunities and the investment of capital within the top ten commercial corridors as established by the SCALE Transportation and Economic Development Committee.

Technical Assistance. This program is intended to provide funding for those projects that will enhance economic development activities with the goal of achieving new job creation in Scott County.

Required Resolution Provisions

Please provide the Required Resolution Provisions with your application submittal. Extensions requested by the grantee for the Required Resolution Provisions will be considered on a case by case basis depending on the merits of the request.

**PROPOSED PROJECT #1: EXTENSION OF NORTHERN
SANITARY SEWER INTERCEPTOR
Phase I: 1st St NE to east TH 169**

Corridor Readiness

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2016 EDI – Corridor Readiness Grant Grant Application

Project Title:	Extension of North Sanitary Interceptor Sewer	
Lead Organization:	City of Belle Plaine	
Project Manager:	Name	Cynthia Smith Strack
	Address 1	218 Meridian Street North
	Address 2	P.O. Box 129
	City, ST, Zip	Belle Plaine MN 56011
	Phone	(952)873-5553
	Fax	(952)873-5509
	Email	cynthias@ci.belleplaine.mn.us
Project Partners:	<i>Please list any project partners that will help fund and complete this project.</i>	
1.	Name / Title	Joe Duncan, City Engineer
	Organization	Bolton & Menk (City Consulting Engineering Firm)
2.	Name / Title	Dan Wilson
	Organization	Wilson Development Service LLC
3.	Name / Title	
	Organization	
Project Summary: <i>(Please provide a 100-word description of your proposal.)</i> Project location within SCALE corridor. A 2016 CDA EDI grant assisted with completion of a preliminary engineering report for the extension of a sanitary interceptor sewer in the northeast quadrant of the City. The north interceptor sewer line terminates west of 1 st Street NE (map follows). Providing access to interceptor sewer line will induce vital annexation and development of approximately 1,000 acres within the City’s Urban Growth Boundary. Next steps in the project delivery process include wetland delineation, boundary and topographic survey, finalizing alignment and design, securing technical assistance in negotiating easement acquisition, and amending an environmental assessment worksheet previously completed. A 2017 corridor readiness grant is requested to assist in taking the aforementioned ‘next steps’. The scope of the project is limited to the portion of the interceptor sewer extension from 1 st Street NE (current terminus) to the east side of Highway 169. The grant request does not include actual purchase price of required easements which is projected at \$24,000 bringing the total value of the project to \$89,000 and the City’s real share to 50% of the project. Engineering and easement acquisition specialist estimates available on request.		
Financial Summary: <i>(Please provide a summary of your complete budget, from page 2.):</i>		
Activity 1: Wetland delineation & EAW Update		\$8,275
Activity 2: Boundary & Topo Surveys, Title Work/Reports, Legal Boundary Determination.		\$13,150
Activity 3: Easement Document Preparation, Appraisals, and Assistance from Easement Acquisition Specialist.		\$21,700
Activity 4: MPCA Sanitary Extension, DOT R/W & Utility Permits		\$2,075
Activity 5: Draft Final Plans and Specifications		\$19,800

Proposed Project #1: City of Belle Plaine –North Sanitary Interceptor Sewer Extension

EDI – Corridor Readiness Grant Budget Worksheet

Project Title: **Extension of North Sanitary Interceptor Sewer**

Activities & Tasks	Cost Categories			
	(a) Grant	(b) Local cash match*	(c) Local in-kind	(d) Total
1) Activity One				
a) Wetland delineation (including one TEP mtg)		Budget: \$4,800		\$4,800
b) Environmental assessment worksheet update		Budget: \$3,300	5 hours @ \$35: \$175	\$3,475
2) Activity Two				
a) Boundary and topography fieldwork and drafting	Contract: \$7,500	Budget: \$500	5 hours @ \$35: \$175	\$8,175
b) Title work and reports	Contract: \$2,100		5 hours @ \$35: \$175	\$2,275
c) Legal boundary determination	Contract: \$2,700			\$2,700
3) Activity Three				
a) Easement document drafting and assistance (engineering)	Contract: \$7,200			\$7,200
b) Easement acquisition specialist (Wilson)		Budget: \$7,500	20 hours @ \$35: \$700	\$8,200
c) Appraisals (Wilson)	Contract: \$4,000	Budget: \$2,000	10 hours @ \$35: 350	\$6,350
4) Activity Four				
a) Secure MPCA sanitary extension permit and DOT ROW and utility permits	Contract: \$1,000	Contract/Budget: \$900	5 hours @ \$35: \$175	\$2,075
5) Activity Five				
a) Prepare final plans and specifications	Contract: \$17,700	Contract/Budget: \$2,100		\$19,800
Totals	\$42,200	\$21,100	\$1,700	\$65,000

* Local match of 1:2 is required and does not include in-kind staff time.

Competitive Criteria Analysis

Project Name: **Extension of North Sanitary Interceptor Sewer**

Applicant: **City of Belle Plaine**

- 1. Economic benefit analysis:** A 2016 CDA EDI grant assisted with completion of a preliminary engineering report for the extension of a sanitary interceptor sewer in the northeast quadrant of the City. The north interceptor sewer line terminates west of 1st Street NE (map follows). Providing access to the interceptor sewer line will facilitate development of approximately 1,000 acres within the City's Urban Growth Boundary. Next steps in the project delivery process include wetland delineation, boundary and topographic survey, finalizing alignment and design, securing technical assistance in negotiating easement acquisition, and amending an environmental assessment worksheet previously completed. A 2017 corridor readiness grant is requested to assist in taking the aforementioned 'next steps'. The scope of the project is limited to the portion of the interceptor sewer extension from 1st Street NE (current terminus) to the east side of TH 169. Future plans to extend the sewer east of TH 169 will be development driven.

The City has been contacted by a property owner (Ms. Roxanne Swedlund) indicating no less than five development prospects have been turned away due to lack of availability of municipal sewer. Another property owner is contemplating consolidation of business operations on a site within the interceptor service area. Total current EMV of commercial/industrial property in the City of Belle Plaine is \$54,853,200, equating to an average value of \$880,732 per acre (source: Scott Co. Assessor's Office). If one applies this average value to the potential area serviced by the interceptor, the total C/I EMV within the City easily doubles.

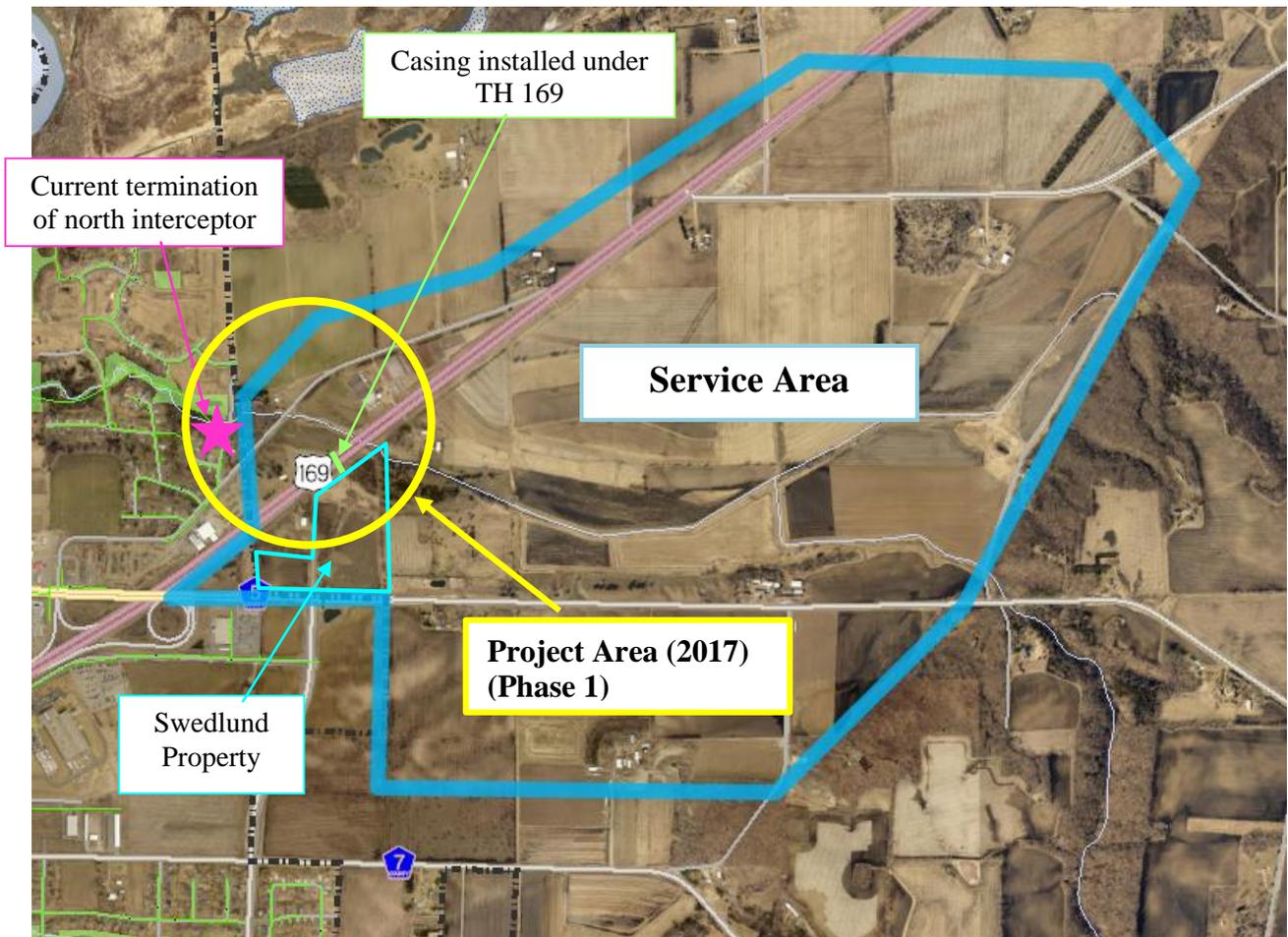
Furthermore, the City has an average of four and a half employees per acre of commercial/industrial property. This means an additional 4,000 – 5,000 jobs would be anticipated if the entire area serviced by the north sanitary interceptor sewer is developed.

- 2. Leverage:** Total eligible project cost is \$65,000. The City will fund 34% of the eligible project (\$21,100 in local match and \$1,700 in-kind). The estimated cost of actual easement purchase is \$24,000 bringing the total actual value of the project to \$89,000 with the City responsible for approximately 50% of costs. The City's local match will be sourced from the 2017 annual budget. Estimates for engineering, appraisals, easement acquisition specialist, and estimated easement acquisition costs are available upon request.
- 3. Readiness to proceed:** The proposed project has been authorized by the City Council under Resolution 16-130 as attached. The Council authorized installation of casing under TH 169 with a previous construction project in an effort to provide for construction efficiency in the future.
- 4. Shovel ready or redevelopment progress:** The majority of property within the project area is currently rated '3' on the pad-ready map. This project is the next step in moving property from a '3' to a '2' on the pad-ready map.

Competitive Criteria Analysis

Project Name: **Extension of North Sanitary Interceptor Sewer – 1st Street NE to east TH 169**
Applicant: **City of Belle Plaine**

MAP OF PROJECT AREA



**PROPOSED PROJECT #2: DESIGN OF CONSTRUCTION
DOCUMENTS FOR BUESGENS COMMERCIAL CENTER
WITHIN TH 169 TRANSPORTATION CORRIDOR**

Corridor Readiness

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Proposed Project #2: City of Belle Plaine – Prepare Construction Plans Extension of Enterprise Drive



**2017 EDI – Corridor Readiness Grant
Grant Application**

Project Title:	Preparation of Street and Utility Construction Documents: Buesgens Commercial Center	
Lead Organization:	City of Belle Plaine	
Project Manager:	Name	Cynthia Smith Strack
	Address 1	218 Meridian Street North
	Address 2	P.O. Box 129
	City, ST, Zip	Belle Plaine MN 56011
	Phone	(952)873-5553
	Fax	(952)873-5509
	Email	cynthias@ci.belleplaine.mn.us
Project Partners:	<i>Please list any project partners that will help fund and complete this project.</i>	
	1. Name / Title	Joe Duncan, City Engineer
	Organization	Bolton & Menk (City Consulting Engineering Firm)
	2. Name / Title	Les Buesgens, Property Owner/Realtor
	Organization	
	3. Name / Title	
	Organization	
Project Summary: <i>(Please provide a 100-word description of your proposal.)</i> Les Buesgens owns platted property within the corporate limits abutting Main Street (CSAH 64) and Hickory Blvd (CSAH 5). The 35-acre subject property lies adjacent to the TH 169/25 interchange. Under a 2016 EDI grant the property is being platted as Buesgens Commercial Center. In 2017 we propose to draft construction documents for the extension municipal utilities and Enterprise Drive east of Hickory Boulevard.		
Financial Summary: <i>(Please provide a summary of your complete budget, from page 2.):</i>		
Activity 1: Draft construction documents – Enterprise Drive extension plan		\$15,625
Activity 2: Draft construction documents – storm sewer improvements		\$5,375
Activity 3: Draft construction documents – drainage/pond improvements		\$5,375
Activity 4: Draft sanitary sewer systems improvements		\$5,375
Activity 5: Draft water system improvements		\$5,375
Total Request:		\$37,125

Proposed Project #2: City of Belle Plaine – Prepare Construction Plans Extension of Enterprise Drive

EDI – Corridor Readiness Grant Budget Worksheet

Project Title: **Preparation of Street and Utility Construction Documents: Buesgens Commercial Center**

Activities & Tasks	Cost Categories			
	(a) Grant	(b) Local cash match*	(c) Local in-kind	(d) Total
1) Street Plan	Contract: \$15,000		Staff: 25 hrs @\$25: \$625	\$ 15,625
Street width and horizontal alignment				
Curb & gutter, driveway aprons, trail and/or sidewalk, where applicable				
Street grades and vertical curve information				
Coordination with Scott County regarding connection to CSAH 5				
2) Storm Sewer Improv.	Contract: \$5,000		Staff: 15 hrs @\$25: \$375	\$ 5,375
Pipe type and layout				
Manhole locations, top of castings, and invert elevations				
Catch basin locations, top of castings, and invert elevations				
3) Drainage/Pond Improv.	Contract: \$3,100	Contract: \$1,900	Staff: 15 hrs @\$25: \$375	\$ 5,375
Evaluate existing storm sewer piping				
Evaluate existing storm water detention pond				
Propose options				
4) Sanitary Sewer Improv.		Contract: \$5,000	Staff: 15 hrs @\$25: \$375	\$ 5,375
Pipe type and size				
Manhole locations, top of casting and invert elevations				
Sanitary sewer services				
5) Drinking Water Improv.		Contract: \$5,000	Staff: 15 hrs @\$25: \$375	\$ 5,375
Pipe, fittings, and valves				
Fire hydrant locations				
Water services				
Totals	\$23,100	\$11,900	\$2,125	\$37,125

* Local cash match of 1:2 is required and does not include in-kind staff time.



Scott County Community Development Agency
EDI – Corridor Readiness Grant
Competitive Criteria Responses

Max award per project: \$125,000

Threshold Criteria: Applicants must first meet the threshold criteria to be considered for funding.

1. Proposed activities must be located within one of the ten transportation corridors as established by the SCALE Transportation and Economic Development Committee (See Exhibit A).
2. Application must be approved by the respective city council or county board by resolution that includes the Required Resolution Provisions (attached). Grant awards will be made contingent on receipt of resolution if an extension is granted and the resolution is not provided at time of application.
3. Application must demonstrate a minimum leverage rate of 1:2 (\$1 of other funds for every \$2 of Corridor Readiness Grant).

If the application meets all threshold criteria, the application will then be reviewed and ranked on the following competitive criteria. Please limit responses to three (3) pages in length and describe how the proposed project fits each of the criteria indicated below.

- 1. Economic Benefit.** The City of Belle Plaine is seeking a 2017 EDI grant to assist with drafting of construction documents related to the extension of Enterprise Drive east of Hickory Boulevard and development of stormwater, sanitary sewer, and drinking water plans for blocks two and four of the preliminary plat. Enterprise Drive serves as the City of Belle Plaine’s southern frontage road adjacent to TH 169.

Les Buesgens is a Belle Plaine resident and licensed realtor. He owns approximately 35 acres of property at the intersection of Main Street (CSAH 64) and Hickory Boulevard (CSAH 5) valued at \$4,350,000 (2015 value, payable 2016). The property is within the corporate limits and under a 2016 EDI corridor readiness grant that is being platted as Buesgens Commercial Center.

Planned future use is commercial and mixed commercial/industrial. Present zoning is highway commercial and industrial/commercial mixed use. Municipal utilities are in existing street right-of-way abutting the subject property.

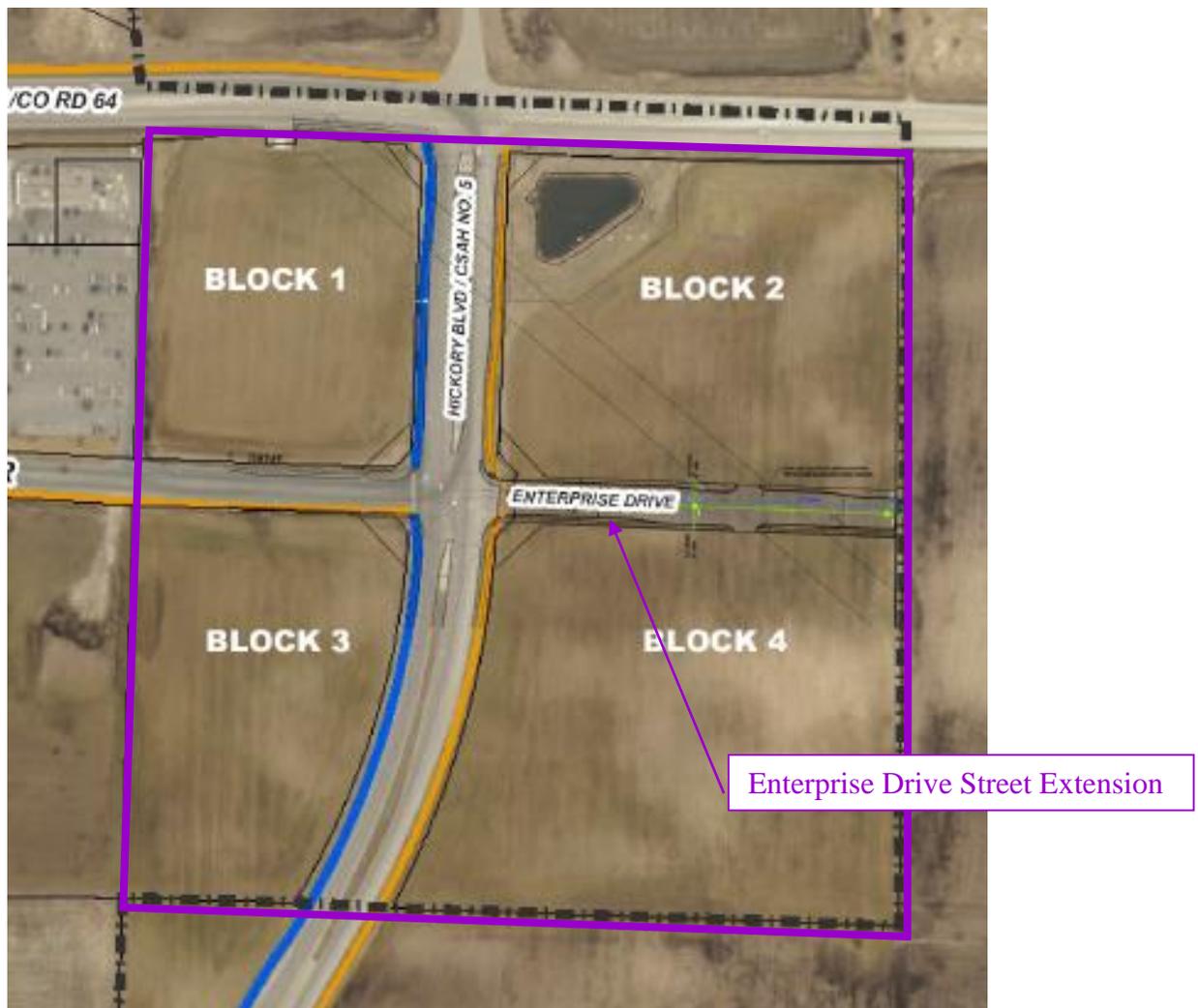
The Property Owner has been actively working with a local capital management consultant to conduct market due diligence to determine potential needs, site demographics etc. Two commercial retailers are interested in the lots west of Hickory Boulevard.

Commercial intensity of the subject property when developed is expected to be similar to that of the Coborns, McDonalds, and strip-mall property to the west. EMV of the buildings on adjacent property (2016 payable) is approximately \$500,000/acre. Discounting the value of the adjacent property by 20% equates to a projected increased value of \$400,000 per acre for the subject property (\$14,000,000 for the entire site).

Proposed Project #2: City of Belle Plaine – Prepare Construction Plans Extension of Enterprise Drive

2. Leverage. Total project cost is \$37,125. The land owner/City will fund 38% of the project (\$11,900 in local match and \$2,125 in-kind). The local match will be sourced from the property owner and the 2017 annual budget.
3. Readiness to Proceed. The platting has been authorized by the City Council under Resolution 16-130 as attached. Preliminary utility and street plans were included and reviewed in the plat submittal funded under the 2016 EDI grant.
4. Shovel-Ready or Redevelopment Progress. Half of the plat is shovel ready as a result of the 2016 EDI grant. The proposed activity will bring the other half of the subject property to shovel ready status.

BUESGENS COMMERCIAL CENTER



**CITY OF BELLE PLAINE
RESOLUTION 16-130**

**A RESOLUTION AUTHORIZING SUBMITTAL OF AN APPLICATION FOR THE 2017 SCOTT COUNTY
CDA ECONOMIC DEVELOPMENT INCENTIVE GRANT PROGRAM**

WHEREAS, the City of Belle Plaine has identified the development of construction plans for the extension of Enterprise Drive east of Hickory Boulevard within Buesgens Commercial Center as a proposed project within the City that meets the Scott County Community Development Agency (CDA) 2017 Economic Development Incentive Grant program's purposes and criteria; and

WHEREAS, the City has identified extension of a sanitary interceptor sewer in the northeast quadrant of the city as an infrastructure priority with the next steps being: wetland delineation, finalizing alignment and design, securing assistance from entitlement specialists to negotiate easement agreements, amending an environmental assessment worksheet, and obtaining permits as next steps in project delivery; and,

WHEREAS, both Buesgens Commercial Center and the northern sanitary interceptor sewer were the subjects of 2016 Scott County CDA EDI grants; and,

WHEREAS, the City has established a Development or Redevelopment Plan of which the proposed project is a component; and

WHEREAS, the City has the capability and capacity to ensure the proposed project be completed and administered within the Economic Development Incentive Grant program guidelines; and

WHEREAS, the City has the legal authority to apply for financial assistance; and

WHEREAS, the City is supportive of enhancing economic development opportunities that will serve to create jobs, enhance the tax base and improve the lives of Scott County residents.

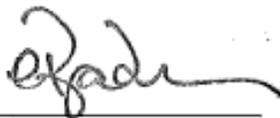
NOW THEREFORE BE IT RESOLVED that the City of Belle Plaine approves the application for funding from the Scott County CDA Economic Development Incentive Grant program.

BE IT FURTHER RESOLVED that upon approval of its application by the Scott County CDA, Michael Pingalore and Michael Votca, the Mayor and City Administrator, are hereby authorized to execute such agreements as are necessary to receive and use the funding for the proposed project.

The adoption of the foregoing resolution was duly moved by Councilmember Coop and seconded by Councilmember Chard, and after full discussion thereof and upon a vote being taken thereon, the following Councilmembers voted in favor thereof: Coop, Pressley, Pingalore, Chard and Trost.

and the following voted against the same: None.

Whereupon said resolution was declared duly passed and adopted. Dated this 17th day of October, 2016.



Michael Pingalore
Mayor

ATTEST:



Michael Votca
City Administrator

REQUIRED RESOLUTION PROVISIONS - COUNTY

WHEREAS, Scott County has identified a proposed project within the County that meets the Scott County Community Development Agency (CDA) 2016 Economic Development Incentive Grant program's purposes and criteria; and

WHEREAS, the County has established a Development or Redevelopment Plan of which the proposed project is a component; and

WHEREAS, the County has the capability and capacity to ensure the proposed project be completed and administered within the Economic Development Incentive Grant program guidelines; and

WHEREAS, the County has the legal authority to apply for financial assistance; and

WHEREAS, the County is supportive of enhancing economic development opportunities that will serve to create jobs, enhance the tax base and improve the lives of Scott County residents.

NOW THEREFORE BE IT RESOLVED that Scott County approves the application for funding from the Scott County CDA Economic Development Incentive Grant program.

BE IT FURTHER RESOLVED that upon approval of its application by the Scott County CDA, [insert authorized official's name], the [insert authorized official's title], is hereby authorized to execute such agreements as are necessary to receive and use the funding for the proposed project.



MEMORANDUM

DATE: November 14, 2016
TO: EDA President Krant, EDA Board Members, and Administrator Votca
FROM: Cynthia Smith Strack, Community Development Director
RE: Item 5.3 Façade Improvement Loan Program Revised Guidelines

GENERAL INFORMATION

Over the previous several months the EDA worked to refine the façade improvement loan program so as to provide more value for the public's investment.

Please find attached final updated loan program guidelines and a program summary for distribution to interested property owners.

Commissioner Shutes (thank you!) has worked with staff to create a simple summary of the program to be used in marketing and describing the program to potential users.

Final review of the revised loan guidelines is kindly requested.

A recommendation to the City Council to approve the revisions is kindly requested.

BPEDA RESTORATION, OPPORTUNITY, SUSTAINABILITY, AND ENTERPRISE PROGRAM

The Belle Plaine EDA's Restoration, Opportunity, Sustainability, and Enterprise (ROSE) Program provides financial support for improvements to commercial properties in our community. Qualifying improvements must be visible from public streets and sidewalks and must result in credible and lasting value for the property. The program further supports retaining and restoring important features of historic structures, although not all projects need to be historic in nature to qualify. Through the ROSE Program, property owners and business operators may receive forgivable loans provided the projects and activities meet the designated criteria. Forgivable loans may be granted from 20% - 50% of eligible project costs depending on the nature of the project itself, with higher-value projects meeting all criteria receiving a greater match.

PURPOSE

The purpose of the Belle Plaine Economic Development Authority Restoration, Opportunity, Sustainability, and Enterprise Program is to promote externally recognizable physical improvement(s) to business properties resulting in:

1. Redevelopment, development, or expansion of existing structures.
2. Removal, prevention, or reduction in blighting conditions.
3. Maintenance or enhancement of property value.

ELIGIBLE PROJECTS

1. The following are eligible for program consideration on a dollar for dollar property owner to loan match basis (i.e. \$1 property owner match for every \$1 of loan). Projects with higher applicant participation are encouraged.
 - A. Building additions and new construction that is 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 such as the addition of porticos or larger storefront windows/doors.
 - D. Building adornment improvements or building upgrades reminiscent of historical building construction.
 - E. Placement or replacement of higher 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 (i.e. windows, doors) in the Central Business District.

2. Capital or material expenses associated with the following are eligible for program consideration on a property owner to loan ratio of \$5:\$1 basis (i.e. \$5 match required for every \$1 loan).

- A. Re-roofing.
- B. Painting.
- C. Residing.
- D. Replacement of existing windows and/or doors with new windows and/or doors within the same openings.
- E. Landscaping, including planters and baskets.

3. Costs associated with the following activities may constitute fifty percent (50%) or less 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. Relocation of window and/or doors.
- 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 match components (i.e. \$1:\$1, \$5:\$1, 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 eligible activities:

- 1. Sweat equity.
- 2. Activities including a reduction in window/door openings in the Central Business District.
- 3. Activities not consistent with the City Code and/or Building Code as may from time to time be amended.
- 4. 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
- 5. 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.

NATURE OF LOANS

1. Maximum Loan Amount and Term.
 - A. For projects with a building permit value of less than \$10,000 the maximum amount for the loan is \$1,500 and the term is one year.
 - B. Projects with a building permit value of \$10,000 or more may be eligible for an additional \$1,500 for every \$10,000 in building permit value. The loan term will be calculated as one (1) year per each \$1,500 in loan proceeds, rounded up with \$1,500 forgiven each year.
2. Maximum Number of Loans.
 - A. One per structure per calendar year, and
 - B. One outstanding loan per structure, and
 - C. One outstanding loan per Applicant, defined as individual owners, partnerships, corporations, tenant operators, or contract for deed purchasers of property and building within the City of Belle Plaine.
3. Required property owner match may be in the form of equity or a loan from a lender provided the lender is not the City of Belle Plaine or the BPEDA.

LOAN APPROVAL PROCESS

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.
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.

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.

PAYMENT OF LOAN

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 Applicant 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 the maximum loan amount. 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 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 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. For loans with terms exceeding one year, the loan amount shall be forgiven by \$1,500 per year.

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 the right to deny any application based on written review criteria, written policy, and/or limited program funds.

TIMELINE

The project shall be completed within six (6) months of loan approval, however, a one-time additional six (6) month extension may be approved by the BPEDA upon written request of the loan Applicant. Failure to complete the project within the required timeline shall result in complete cancellation of loan approval without action of the EDA.



MEMORANDUM

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

GENERAL INFORMATION

Earlier this year the EDA discussed accepting the donation of the Chamber of Commerce sign at 801 Prairie Street. The sign is within a City owned road easement and currently the property of the Chamber of Commerce. As you recalled we discussed potentially using the sign for directional purposes or to highlight local businesses and/or event. The sign was not envisioned as functioning an entry sign.

Also as discussed the sign orientation is somewhat problematic in that it isn't easily visible or noticeable from north and southbound lanes of traffic on 169. See photos attached.

I was asked to research pricing for re-facing of the sign. Attached please find estimates received by the Chamber several years ago. The estimates involve recreating the existing sign with vinyl. Estimates are approximately \$2,000.

Discussion is kindly requested regarding:

1. Confirm intended function of the sign: directional for areas/public wayfinding (e.g. Meridian Street, Downtown, High School with directional arrow or next exit), pure commercial advertising (pay to advertise, managed by City), City placemaking (Belle Plaine, home of the or our tagline which is 'the city that works'), or demolish and add entry monument.
2. Confirm approach to issue regarding sign orientation to highway: leave as existing or triangulate to maximize exposure to 169.
3. Next steps: does the EDA want to accept sign donation? What/when are we doing something with it?

DISCOVER



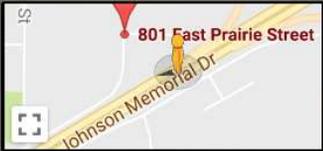
DINE • SHOP • STAY

CHAMBER of COMMERCE



Try a fast, secure browser with updates built in [Yes, get Chrome now](#) [No, not interested](#)

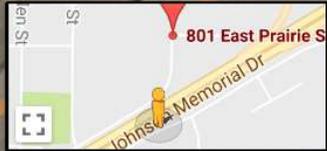
Johnson Memorial Dr
Belle Plaine, Minnesota
Street View - Sep 2011



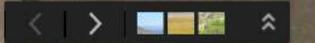
Google

Try a fast, secure browser with updates built in [Yes, get Chrome now](#) [No, not interested](#)

22715 Johnson Memorial Dr
Belle Plaine, Minnesota
Street View - Oct 2015



Google





SIGNS

by Signature Graphics

Office: 952-492-5699 Fax: 952-378-1071

Manufacturer's Material Specs for High Performance Cast Vinyl's:

- *Film Thickness - 2 mil.
- *Adhesive - Permanent Solvent Acrylic
- *Outdoor Durability - 7 - 10 years
- *Shrinkage Resistance - Excellent
- *Finish - Gloss

\$1853.97 plus tax

Colors: Antique White, Green

Note: Installation included in price.
Scissor-Lift will be provided by customer

The color(s) shown do not accurately represent the actual color(s) that will be used on your sign(s).

Custom layouts are copyrighted by Signature Graphics and may not be submitted to other companies without our written approval. Customer Initials: _____



PRODUCTION PENDING

Written approval required to begin production.

[Price valid for 15 days.]

Company: City of Belle Plaine

File Name: Highway Sign Graphics

Date: 9 / 13 /2010

Important: By approving this layout, you are assuming full responsibility for the accuracy of the order / layout as shown.

Approval Signature: (Sign or Email)

Dated: _____

Payment Terms:

Orders under \$1,000 - due upon approval
Orders over \$1,000 - 50% upon approval
50% upon installation / completion

Credit Card (circle one): MC Visa Amex

CC#: _____

Exp: _____

Name: _____

Manufacturer's Material Specs for High Performance Cast Vinyl's:

- *Film Thickness - 2 mil.
- *Adhesive - Permanent Solvent Acrylic
- *Outdoor Durability - 7 - 10 years
- *Shrinkage Resistance - Excellent
- *Finish - Gloss

\$1697.90 plus tax

Manufacturer's Material Specs for Intermediate Calendared Film's:

- *Film Thickness - 3 mil - 3.5 mil.
- *Adhesive - Permanent Solvent Acrylic
- *Outdoor Durability - 2 - 6 years
- *Shrinkage Resistance - Moderate
- *Finish - Gloss

\$1228.50 plus tax

Definitions:

Calendared Vinyl:

"Intermediate"-grade calendared vinyl is made by running a hot semi-solid vinyl thru a series of "calendaring" rollers. These rollers flatten the vinyl down to an approximate final thickness of 3mil. Because it is stretched into shape, the vinyl has some degree of memory and a slight tendency to shrink or pull back toward its original form when it gets hot. Thanks to its high-yield bulk production method, calendared vinyl is less expensive than cast vinyl. And because it is stiffer/thicker than cast vinyl, it is also easier to handle and install. Generally, calendared vinyl has an outdoor durability of up to 5 years.

Premium 3M™ Cast Vinyl:

Premium-grade cast vinyl is made from a liquid mixture that is "cast" (or poured) onto a moving casting sheet. Once cast, it is then processed through a series of ovens to harden. This manufacturing process creates a very thin - 2mil - vinyl that makes it more conformable than calendared vinyl. As a result, it can be applied over substrates with rivets, corrugations and complex curves. Because the vinyl has not had any stress applied to it during the manufacturing process, it also does not have any shrinkage. The manufacturing process and raw materials that are used in making premium cast vinyl's render it more durable. As a result, it will last a few years longer than standard vinyl.





MEMORANDUM

DATE: November 14, 2016
TO: EDA President Krant, EDA Board Members, and Administrator Votca
FROM: Cynthia Smith Strack, Community Development Director
RE: Item 5.5 Bikeways Awareness

GENERAL INFORMATION

The Council, EDA, Planning Commission, Park Board, and Design Committee will be meeting in joint session on December 7, 2016. This is our fourth meeting in the *Destination Belle Plaine 2040* Comprehensive Plan update process.

The December 7th meeting will focus on all modes of transportation. One discussion will focus on the potential to create connections for bicyclists. In order to have informed discussion you are tasked with being aware of who is biking and where you think they are biking to/from. Since it's not exactly prime time for riding bike you may wish to reflect on where in the past you have seen people biking.

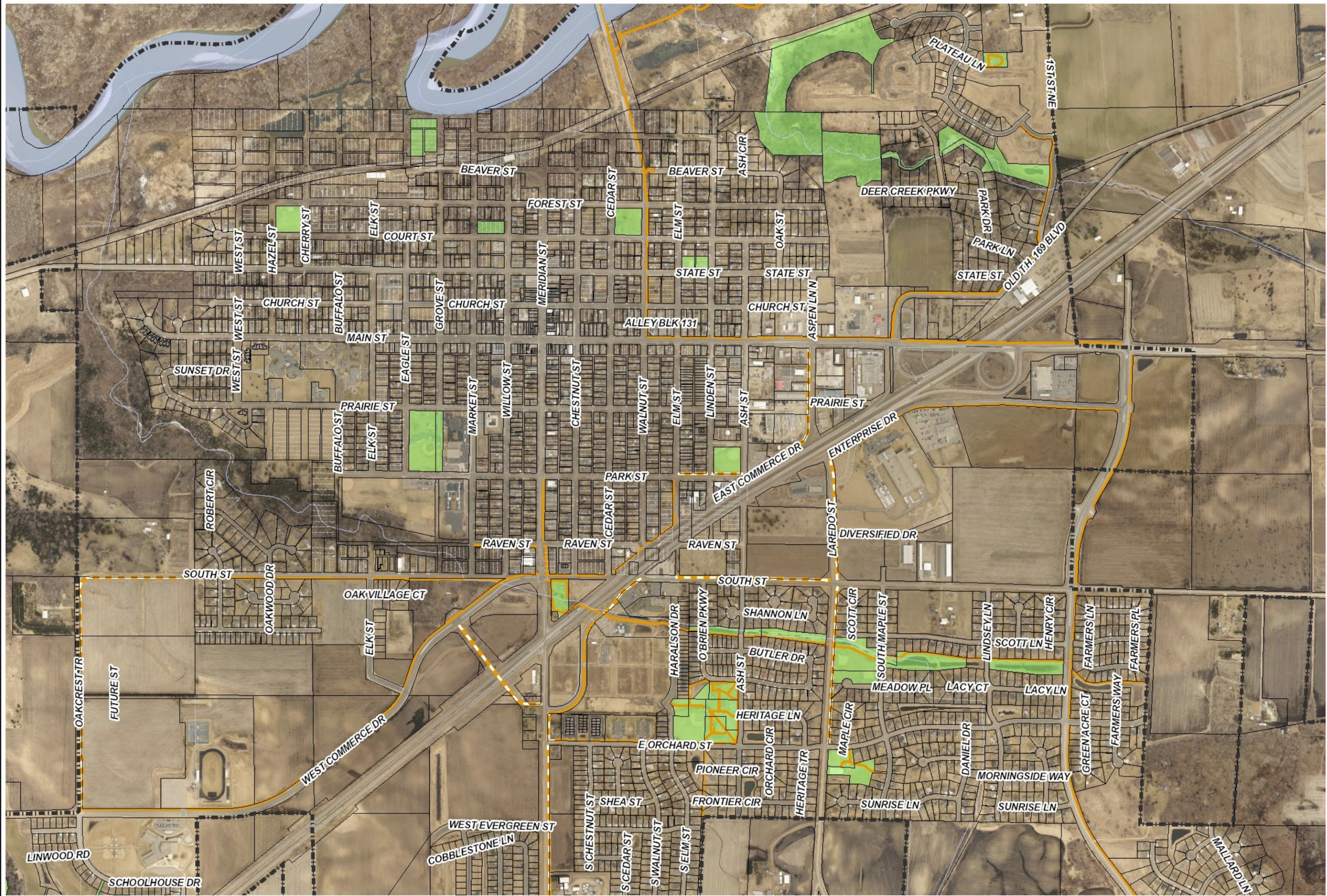
Attached is a map of existing and future trails, we'll plan on reviewing the map at the meeting for background information.

This item is for your information only.



Legend

- City Limits
- Parcels (6-1-2015)
- Lot Lines
- Minnesota River
- Protected Waters
- Public Water Basin
- Public Water Wetland
- Protected Waters - Watercourse
- Existing Trails
- Future Trails
- Parks



Current and future trails



Disclaimer:
 This drawing is neither a legally recorded map nor a survey and is not intended to be used as one. This drawing is a compilation of records, information, and data located in various city, county, and state offices, and other sources affecting the area shown, and is to be used for reference purposes only. The City of Belle Plaine is not responsible for any inaccuracies herein contained.

0 1,021 Feet





MEMORANDUM

DATE: November 14, 2016
TO: President Krant, Members of the EDA and Administrator Votca
FROM: Cynthia Smith Strack, Community Development Director
RE: Item 6.2 Director's Report

Design Committee

The Design Committee met November 7th. The DC discussed design preferences for entry monuments and water towers in a deliberate effort to define purposefully define community ambiance and character choices. Although it's been discussed for several years, the DC remains committed to establishing entry monuments in the Hwy. 169 corridor.

Planning Commission

The PC has two public hearings scheduled for the November 14th meeting. The first is for a new use at the "old post office", 229 Meridian Street North. Cindy Heimerl, owner of Rubies and Rust, proposed a small event space suitable for quaint weddings, graduation/birthday/graduation parties, and special events. A conditional use permit and variance are requested in conjunction with an occasional apartment which exists in the building. If approved "Ruby's Table" will open next year.

The second public hearing is for updates to the city's bluff preservation ordinance. Bluff preservation standards are intended to manage, stabilize, and conserve defining features in the Belle Plaine landscape which provide stormwater discharge routes, scenic vistas, open spaces, wildlife habitat, and resting areas for migrating species along the river corridor. The update clarifies certain terms, prohibits development on bluffs/bluff impact zones, and requires careful review of development on slopes exceeding 12 percent in grade.

Other items:

- In October the PC and Council approved a solar energy system for the Devine Property accessed from South Street West. Construction is expected to begin next Spring.
- Staff continues moving ahead with *Destination 2040* the City's comprehensive plan update. Existing land use inventory is now complete. Staff and consulting staff are preparing for a meeting December 7th.

Park Board

Community Development staff attended the October Park Board meeting to recap our mobile placemaking meeting of September 14th. Staff will attend the November Park Board meeting to provide input on an interactive discussion between the Board and BP School District Community Education Director with regard to opportunities for collaboration.

Other

- Hosted roundtable discussion October 26th with two representatives from the MHFA, two representatives from the MCCD, a local financial institution, five area realtors, two developers, Council Member Coop, and associated staff. The roundtable was well received.
- Attended a seminar at the University of Minnesota regarding affordable housing.
- Met with Chamber Executives and School District reps re: introductions and identification of potential areas of interest.
- Will be meeting with Scott County Parks/Rec to discuss parks/trails in relation to 2040 Comprehensive Plans.