



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

**MONDAY, JANUARY 13, 2020
5:00 P.M.**

PLEDGE OF ALLEGIANCE.

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 December 9, 2019.

4. TREASURERS REPORT.

4.1. Approval of Bills.

5. BUSINESS.

5.1. Discussion: Incentive Programs Encouraging New Buildable Lots.

5.2. EDA Updates.

6. ADMINISTRATIVE REPORTS.

6.1. Commissioner Comments.

6.2. Director's Update.

6.3. Upcoming Meetings.

1. Regular Session, 5:00 pm, **Monday, February 10, 2020.**

7. ADJOURNMENT OF REGULAR SESSION.

8. CONVENE WORK SESSION.

8.1. Fair Housing Policy Background.

8.2. Adjourn work session.

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

**BELLE PLAINE ECONOMIC DEVELOPMENT AUTHORITY
REGULAR MEETING
DECEMBER 9, 2019**

PLEDGE OF ALLEGIANCE.

President Krant led those present in the Pledge of Allegiance.

1. CALL TO ORDER. 1.1. Roll Call.

The Belle Plaine Economic Development Authority met in Regular Session at 5:00 PM on Monday, December 9, 2019 at City Hall, 218 North Meridian Street, Belle Plaine, MN. Commissioner Krant called the meeting to order with Commissioners Dick Coleman, Lisa Fahey, and Ashton Pankonin present. Commissioners Crystal Doyle, Cary Coop and Chris Meyer were not present.

Also present was Community Development Director Smith Strack.

2. APPROVAL OF AGENDA.

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

3. APPROVAL OF MINUTES. 3.1. Regular Session Minutes of October 14, 2019.

Commissioner Coleman requested he be listed as absent on the October 14, 2019 minutes.

MOTION by Commissioner Coleman, second by Commissioner Fahey, to approve the agenda with the change. ALL VOTED AYE. MOTION CARRIED.

4. TREASURERS REPORT. 4.1. Approval of Bills.

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

5. BUSINESS.

5.1. 2019 Annual EDA Report to City Council.

Community Development Director Smith Strack explained a draft of the annual report was included in the packet. Smith Strack noted of the EDA enabling resolution requires the EDA to submit an annual report to the City Council. Smith Strack explained the report addresses EDA core functions, metrics for evaluating efforts and a starting point for discussion of 2020 goals. Smith Strack highlighted the annual report and noted the committee met 11 times in 2019. Smith Strack explained the EDA employs a variety of metrics to gauge process and efficacy including, new commercial construction value added, estimated market value, taxable market value trends and unemployment analysis, monitoring of local establishment, job and wage statistics, examination of housing starts, examination of new business starts and historical sales and use data. Smith Strack explained the potential goals for 2020. Smith Strack requested discussion of the report and requested volunteers to present the report at City Council.

Commissioner Pankonin inquired if the business starts were from the County. Community Development Director Smith Strack explained the number comes from people who filed with the Secretary of State's Office. Commissioner Coleman noted to register your business with the Secretary of State comes with a fee. Coleman inquired if the City sends anything out to the new business filings to help get a storefront for the business. Smith Strack explained not at this time but it could be something staff could look into for the future.

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

Commissioner's Pankonin, Fahey and Krant offered to be present for the presentation to City Council depending on the date and their availability.

5.2. Fair Housing Policy.

Community Development Director Smith Strack explained all cities have legal obligations to further fairness in housing Smith Strack noted cities have many obligations and must measure their actions against rules they have to operate under. Smith Strack noted the City of Belle Plaine currently has not adopted a fair housing policy. She explained the Metropolitan Council will be requiring all cities participating in the Livable Communities Act to have adopted fair housing policies. Smith Strack further explained the City will need to adopt a policy if it is awarded a Small Cities grant. Smith Strack explained City Attorney Vose will be present on January 13 to review and advise on a policy. Smith Strack noted the City of Shakopee just adopted a fair housing policy and the language is included in the packet for review.

Commissioner Coleman inquired if City Staff and legal counsel will draft the policy. Community Development Director Smith Strack confirmed City Attorney Vose will be drafting the policy. Coleman suggested adding the policy as a goal for 2020. Smith Strack confirmed the addition of the goal and noted the EDA would be operating in an HRA but as a recommending body to the Council.

It was the recommendation of the Council to move forward with the Fair Housing Policy.

6. ADMINISTRATIVE REPORTS.

6.1. Commissioner Comments.

Commissioner Pankonin inquired how long the terms are for EDA Commissioners. Community Development Director Smith Strack explained the terms are 6 years as set by State Statute.

6.2. Director's Update.

Community Development Director Smith Strack highlighted the director's report. Smith Strack explained the City Council making code updates to boards and commissions. Smith Strack noted the EDA will see a change to the monthly meetings explaining meetings will only occur when there is business to discuss.

6.3. Upcoming Meetings.

1. Regular Session, 5:00 pm, Monday, January 13, 2020.

Chair Krant reminded the commissioners of the next meeting.

7. ADJOURNMENT OF REGULAR SESSION.

MOTION by Commissioner Pankonin, second by Commissioner Coop, to adjourn the meeting at 5:25 PM. ALL VOTED AYE. MOTION CARRIED.

Respectfully submitted,

Renee Eyrich
Recording Secretary



MEMORANDUM

DATE: January 13, 2020
TO: EDA President Krant, EDA Board Members, and Administrator Meyer
FROM: Cynthia Smith Strack, Community Development Director
RE: Item 4.1 Payment of Claims

REQUEST: Motion to Approve Payment of Claims

GENERAL INFORMATION

The EDA approves accounts payable for the HRA Fund (802) and EDA fund (801). Attached please find claims from December for your consideration.

CITY OF BELLE PLAINE
AP DEPARTMENT APPROVAL
 DECEMBER 2019

12/13/19 10:38 AM
 Page 7

Act Code	Check Name	Amount	Comments
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FUND 801 ECONOMIC DEVELOPMENT AUTHORITY

DEPT 460500 DEVELOPMENT

801-460500-108000	CRYSTAL DOYLE	\$40.00	2019 4TH QTR PER DIEM - EDA
801-460500-108000	RICHARD W COLEMAN	\$40.00	2019 4TH QTR PER DIEM - EDA
801-460500-108000	LISA FAHEY	\$80.00	2019 4TH QTR PER DIEM - EDA
801-460500-108000	ASHTON PANKONIN	\$40.00	2019 4TH QTR PER DIEM - EDA
801-460500-108000	RICKY J KRANT	\$80.00	2019 4TH QTR PER DIEM - EDA
801-460500-201000	SUEL PRINTING COMPANY	\$15.27	EDA - OFFICE SUPPLIES
801-460500-202000	METRO SALES INCORPORATED	\$223.50	EDA - USAGE CONTRACT
801-460500-208000	PITNEY BOWES	\$7.14	EDA - POSTAGE SUPPLY
801-460500-311000	BOLTON & MENK, INC	\$2,226.00	EDA - MN DEED SCDP GRANT
801-460500-321000	FRONTIER COMMUNICATIONS	\$116.43	EDA - PHONE
801-460500-322000	PURCHASE POWER	\$46.36	EDA - NOV/DEC 2019 POSTAGE

CLS
12-16-19

Act Code	Check Name	Amount	Comments
801-460500-575000	PC2 SOLUTIONS	\$99.69	EDA - COMPUTER EQUIP
DEPT 460500 DEVELOPMENT		\$3,014.39	
FUND 801 ECONOMIC DEVELOPMENT AUTHORITY		\$3,014.39	

FUND 802 HOUSING/REDEVELOPE AUTHORITY

DEPT 460500 DEVELOPMENT

802-460500-190000	CAMILLE HALLORAN	\$630.00	2019 ENERGY EFFICENCY GRAN
802-460500-190000	STREICH, QUINN	\$575.00	2019 ENERGY EFFICENCY GRAN

DEPT 460500 DEVELOPMENT

FUND 802 HOUSING/REDEVELOPE AUTHORITY		\$1,205.00	
		\$1,205.00	

CLS
12-16-19

CITY OF BELLE PLAINE
AP DEPARTMENT APPROVAL
 DECEMBER 2019

01/02/20 2:35 PM
 Page 2

Act Code	Check Name	Amount	Comments
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FUND 801 ECONOMIC DEVELOPMENT AUTHORITY

DEPT 460500 DEVELOPMENT

801-460500-108000	CARY G. COOP	\$40.00	2019 4TH QTR PER DIEM - EDA
801-460500-108000	CHRISTOPHER MEYER	\$40.00	2019 4TH QTR PER DIEM - EDA
801-460500-202000	OFFICE DEPOT, INC	\$4.49	EDA - COPY EXPENSE
801-460500-343000	WELLS FARGO REMITTANCE CNTR	\$33.00	EDA - MARKET/PROMO - I STOCK
801-460500-575000	PC2 SOLUTIONS	\$116.16	EDA - COMPUTER EQUIP

DEPT 460500 DEVELOPMENT

FUND 801 ECONOMIC DEVELOPMENT AUTHORITY		\$233.65	
		\$233.65	

CLS
1/3/20

FUND 801 ECONOMIC DEVELOPMENT AUTHORITY

DEPT 460500 DEVELOPMENT

801-460500-108000 CRYSTAL DOYLE

\$80.00 2019 1ST QTR PER DIEM EDA

CLS

801-460500-108000 CRYSTAL DOYLE

-\$80.00 2019 1ST QTR PER DIEM EDA V

11/3/20

DEPT 460500 DEVELOPMENT

\$0.00

FUND 801 ECONOMIC DEVELOPMENT AUTHORITY

\$0.00

FUND 801 ECONOMIC DEVELOPMENT AUTHORITY

DEPT 460500 DEVELOPMENT

801-460500-131000 PATRICIA KRINGS

\$12.00 RETIREE INSURANCE - EDA

DEPT 460500 DEVELOPMENT

\$12.00

*CLS
1-7-20*

FUND 801 ECONOMIC DEVELOPMENT AUTHORITY

\$12.00



MEMORANDUM

DATE: January 13, 2020
TO: EDA President Krant, EDA Board Members, and Administrator Meyer
FROM: Cynthia Smith Strack, Community Development Director
RE: Item 5.1 Discussion Buildable Lot Creation Incentives

GENERAL INFORMATION

The City has received a grant from Scott County CDA to help create incentive(s) to encourage creation of buildable lots. City Attorney Vose will be at the EDA meeting to begin discussion of potential programs. Following is a summary of what has been discussed:

- Shortages of buildable lots impact the housing market. This is a large scale challenge – a recent national survey of builders indicated close to 70% reported lot shortages.
- The Planning Commission and City Council are holding hearings this month on an amendment to R-7 District standards which will provide for increased density.
- Vacant lot estimated market values are increasing but are still not likely high enough to cure the disconnect between the cost of land development (land acquisition + construction of improvements) and what buyers can (i.e. what property will appraise for) and will (i.e. what market will bear) pay.
- We previously discussed the potential to finance a portion of trunk area fees for new residential lot developments and a potential program to waive building permit plan review fees for a certain number of new homes built on newly created lots. Such programs could work at reducing volume of up-front costs on the lot development side and encourage takedown rate of new lots created. The City had a new building permit incentive in place from 2012-2015.
- The potential programs are not without considerations, including those pertaining to potential assessments, shifting of costs for trunk fees, and HRA goal for plan review waiver.

Attached is a summary of a potential financing program for trunk fees we briefly looked at previously and a summary of the previous building permit incentive programs including permit fee waivers and new buyer rebate. In 2020 we've budgeted \$10,000 for HRA programs.

ACTION

Discussion – benefits/challenges of potential programs (including legal) and other approaches possible.

Trunk Area Fee Financing Policy

I. PURPOSE.

1. The City of Belle Plaine is committed to the following goals:
 - a. Promoting quality development;
 - b. Maintaining, strengthening, and diversifying the tax base;
 - c. Promoting complete housing options; and,
 - d. Creating and retaining jobs.
2. The City finds that, in certain situations, drinking water, sanitary sewer, and storm sewer trunk area fees may prevent development projects furthering the aforementioned goals from proceeding.
3. The purpose of this policy is to establish a procedure for regulating, coordinating, and facilitating assessment of trunk area fees to qualifying subdivision developments. This policy does not support waiving of trunk area fees.

II. DEFINITIONS.

1. "Applicant" means any person filing a request to finance trunk area fees through an assessment. Applicant also means that person's agents, employees, and others acting under that person's direction.
2. "City" means the City of Belle Plaine, acting by or through its duly authorized representative(s).
3. "Property Owner" means any person, group of persons, association, corporation, or any other legal entity holding a deed for a subject parcel of real estate.
4. "Trunk Area Fee" means per acre area development fees for drinking water, sanitary sewer, and storm sewer typically due with execution of subdivision development agreements.

III. POLICY.

1. Eligible subdivision developments. Assessment of trunk area fees at the time of execution of a subdivision development agreement may be considered by the City of Belle Plaine, provided trunk area fees due total at least \$50,000. Subdivision development parcels accruing trunk area fees proposed for assessment must be under fee simple ownership of the Applicant at the time of signing of a subdivision development agreement.
2. Ineligible subdivision developments.
 - a. Trunk area fees applicable to development parcels not under fee simple ownership of the Applicant at the time of subdivision development agreement signing.
 - b. Trunk area fees applicable to development parcels subject to contract for deed or lease at the time of application for financing of trunk area fees.
 - c. In general, Applicants who are not in good standing with the City will not be considered for assessment of trunk area fees. 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.
3. All agreements made under this policy shall be at no cost to the City. The City shall be reimbursed through interest on the assessment or other means for initial and on-going costs to service the assessment. Interest bearing assessments are envisioned as the norm under this policy.
4. The Property Owner shall execute an assessment agreement following approval of a

Trunk Area Fee Financing Policy

resolution by the City Council but prior to execution of a subdivision development agreement. Prior to the City Council considering an assessment agreement resolution, the Applicant shall provide written evidence approving the assessment agreement. Waivers of assessment hearings and/or appeals incorporated in a development agreement are not an acceptable means of formalizing an agreement to assess trunk area fees.

5. The City reserves the right to determine and limit the number of applications submitted by a common Property Owner and/or Applicant.

IV. FINANCING STRUCTURE AND TERM.

1. The following guidelines are generally applicable:

TOTAL TRUNK AREA FEE DUE	TERMS
\$50,000 to \$100,000	50% paid at signing of subdivision development agreement; interest rate: prime plus one (1)%, maximum term five (5) years spread equally across all resulting lots of record included in the associated final plat.
\$100,001 to \$200,000	50% paid at signing of subdivision development agreement; interest rate: prime; maximum term six (6) years spread equally across all resulting lots of record included in the associated final plat.
\$200,001 and up	50% paid at signing of subdivision development agreement; interest rate as set by Council; maximum term seven (7) years spread equally across all resulting lots of record included in the associated final plat.

2. The City reserves the right to determine the amount of trunk area fees allowed to be assessed to the property.

V. APPLICATION PROCESS.

1. Applications shall be submitted by the Property Owner or by the Property Owner and Applicant. Supplemental information regarding the need for financing assessments shall be provided. Supplemental information may include, but is not limited to, evidence of a demonstrated need for fee financing, background information on the requesting entity, creditworthiness, and project analysis.
2. The application shall be on a form provided by the City.
3. The City will assign a fee for requests under this policy. Said fee shall be included in the City's fee schedule. Fees related to processing and filing the request including, but not limited to those required from Scott County shall be paid by the Applicant.
4. City staff shall review the application materials and make a preliminary determination regarding the completeness of the application and whether the application meets the criteria outlined in this policy. City staff shall provide written notice to the Applicant as to whether or not the application is complete and whether or not the application meets the criteria outlined in this policy.

Trunk Area Fee Financing Policy

5. Staff shall review the application materials and make a recommendation to the City Council regarding trunk area fee assessment.
6. The City Council shall review and act on the application and supplemental information. The Council may deny a request based on specific findings regarding the merit of the application (i.e. creditworthiness, fiscal analysis of the development, etc) and/or whether or not the application is eligible for consideration. The Council shall review any proposed assessment agreement. The Council shall approve the assessment agreement and authorize/direct execution of the agreement by Resolution.
7. Following execution of the assessment agreement the Finance Director shall cause a special assessment to be filed against the subject property. The Finance Director shall transmit notice of the assessment to the Scott County Auditor to be extended on the property tax lists of the County and the assessment shall be collected and paid in the same manner as other municipal taxes.



Belle Plaine's Incentive Programs

In an effort to revitalize housing development in the City of Belle Plaine, the Housing and Redevelopment Authority (HRA) and City Council of Belle Plaine have implemented several incentive programs to benefit low to moderate income families and incentivize new home construction in Belle Plaine. Each program has been developed to remedy and prevent the spread of deteriorating conditions, promote health, safety and welfare of City residents. Funds are limited, so apply today. For more information, or to apply, contact the Community Development Dept., 952-873-5553.



7

Realtor Forum

The HRA will provide an agenda with speakers of different topics, such as mortgage fraud, economic conditions, school district updates and city demographic information. Realtors, contractors and lenders would pay to attend, in turn would receive continued education credits.



Funds are limited, and on a first come basis. For more information or to apply you may contact:

**City of Belle Plaine
Community Development Department
218 N. Meridian Street
P.O. Box 129
Belle Plaine, MN 56011**

**Phone: 952-873-5553
Fax: 952-873-5509**

**Applications also available online:
www.belleplainemn.com**



Belle Plaine
A CITY THAT WORKS

**HOUSING INCENTIVE
BROCHURE 2012**

**NEW INCENTIVES TO BUILD &
LIVE IN BELLE PLAINE**



1

No Permit or Plan Review Fees for First 10 New Home Permits

New home construction incentive waiving building permit and plan review fees for the first ten (10) new single-family home permits in 2012. The permit and plan review fees will be waived on the condition that the home is constructed on an existing, platted, subdivision lot and only two spec homes are allowed per builder, additional homes must be owner-occupied.

2

Clean Up Day Grant

The City currently hosts a city-wide clean up day. The Clean Up Day Grant Program would incent residents to participate in the clean up by providing discounted disposal of household items, such as electronics or appliances. Income limits apply.

3

Energy Efficient Improvements Grant

Homeowners wishing to renovate their homes with windows, doors or mechanical equipment that are energy efficient may apply for grant to reimburse homeowners for up to \$1,000 of the cost of such items. Homeowners must provide matching funds and meet income requirements.



4

Single Family Home Down Payment Grant

This Program is to encourage ownership of 2012 constructed single-family residences within the City of Belle Plaine. Homeowners may apply for down payment assistance in an amount of \$2,000 upon occupancy and proof of ownership of the home. The newly constructed home must be completed with the assistance of at least one contractor located in the 56011 area code.

5

Residential Facade Beautification Grant

Homeowners wishing to renovate and improve the exterior of their residential property may apply for grant to be reimbursed up to \$1,000 of the cost of such items. Examples of improvements include windows, siding, doors, landscaping, painting and roofs. Income limits apply.



6

Christmas in July Grant

The HRA will organize an event on a Saturday in July and solicit applications for home rehabilitation projects. Projects will be selected based on need, geographic location and income. Volunteers from the community will help complete the projects with materials purchased by the HRA.



MEMORANDUM

DATE:	January 13, 2020
TO:	EDA President Krant, EDA Board Members, and Administrator Meyer
FROM:	Cynthia Smith Strack, Community Development Director
RE:	Item 5.2 EDA Updates

GENERAL INFORMATION

Following are updates on EDA items:

1. The City's pre-application for Small Cities Development Program grants to assist with commercial and owner occupied rehabilitation have been approved by DEED. The City Council will consider several resolutions of the next month pertaining to submittal of the final grant application which is due February 20th. The Council will hold a required public hearing on January 21st. The proposed target area map has been reduced in size as suggested by our grant writer. Grant awards will be announced in Spring.
2. The '20 Chamber/EDA gala is being held on January 28th at Oldenburg Brewing Company. EDA Members are encouraged to attend. Postcard invites were sent out January 2nd.
3. The EDA Annual Report is to be presented to the City Council on Tuesday, January 21st. Commissioner's Pankonin, Fahey and Krant offered to be present for the presentation to City Council depending on the date and their availability.
4. The Planning Commission is holding a public hearing on updates to the Mixed Housing District which will accommodate reduced setbacks, reduced lot sizes, taller buildings, and small minimum dwelling unit size. The proposed changes are modest but will allow for increased density. Single family detached homes are not allowed in the R-7 District, any other type of housing is allowed.
5. EDA/HRA financials: All loans revolving loan fund loans continue to be current. One loan is scheduled to be paid off in 2020. Current unaudited RLF balance is \$182,257. Fund 801 EDA has a current unaudited cash balance of \$120,860. Fund 802 HRA has a current unaudited balance of \$137,800.



MEMORANDUM

DATE: January 13, 2020
TO: President Krant, Members of the EDA, and Administrator Meyer
FROM: Cynthia Smith Strack, Community Development Director
RE: Item 6.2 Director's Report

Design Committee

The Design Committee did not meet in January due to no business items for agenda.

Planning Commission

The PC will meet at 6:30 p.m. on January 13th. Agenda items include:

- Public hearing on Ordinance 20-01 amending performance standards in the R-7 Mixed Housing District to accommodate additional density
- Work session regarding fair housing policy

Other

- Zoning information to two businesses.
- HRA revitalization/energy efficiency loan to one resident.
- Verification of property listings with CoStar.
- Attend Chamber meeting.
- Attend EDA/Chamber Gala planning meetings.
- Attended SCALE tech team meeting.
- Developed permit guide and land development guide for website and print publication.
- Draft annual reports EDA and Planning Commission.
- Website accessibility compliance planning/implementation.
- Open to expired permit effort.
- Code compliance issues processed.



MEMORANDUM

DATE:	January 13, 2020
TO:	EDA President Krant, EDA Board Members, and Administrator Meyer
FROM:	Cynthia Smith Strack, Community Development Director
RE:	Item 8.1 Fair Housing Policy Work Session

GENERAL INFORMATION

As indicated at the December meeting, cities participating in Livable Communities Act (pathway for access to housing programs/funds) and/or those receiving SCDP grants must adopt fair housing policies. The EDA will be reviewing such a policy this year, most likely in the near term.

Fair housing policies can be as simple or complex as desired, but basic City responsibilities are the same. Staff has prepared a presentation is to introduce fair housing concepts and present real work examples for future reference.