



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

**MONDAY, SEPTEMBER 14, 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 July 13, 2020.

4. TREASURERS REPORT.

4.1. Approval of Bills.

5. BUSINESS.

5.1 Approve 2021 EDA/HRA Incentive Programs

5.1.1 Approve 2021 Home Buyer Assistance Program

5.1.2 Approved 2021 Residential Façade and Energy Efficiency Improvement Grant
Program

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, October 12, 2020.**

7. ADJOURNMENT OF REGULAR SESSION.

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

**BELLE PLAINE ECONOMIC DEVELOPMENT AUTHORITY
REGULAR MEETING
JULY 13, 2020**

PLEDGE OF ALLEGIANCE.

Chair 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 5:03 PM on Monday, July 13, 2020 at City Hall, 218 North Meridian Street, Belle Plaine, MN. President Krant called the meeting to order with Commissioners Coop, Meyer, Coleman, Pankonin, Fahey and Doyle 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 June 8, 2020.

MOTION by Commissioner Pankonin, second by Commissioner Coop, to approve the Regular Session Minutes of June 8, 2020. ALL VOTED AYE. MOTION CARRIED.

4. TREASURERS REPORT.

4.1. Approval of Bills.

MOTION by Commissioner Coleman, second by Commissioner Coop, to approve the Treasurers Report. ALL VOTED AYE. MOTION CARRIED.

5. BUSINESS.

5.1. Resolution 20-05: Resolution Recommending the City Council Elect To Participate In The Local Housing Incentives Account Program Under the Metropolitan Livable Communities Act Calendar Years 2021-2030.

Community Development Director Smith Strack explained the City of Belle Plaine has been enrolled in the Local Housing Incentives Account Program since 1995. Smith Strack explained the City has never received funding however in order to participate you must be enrolled. Smith Strack noted enrollment requires Council action. Smith Strack explained as part of the re-enrollment the City must approve numerical goals for number of affordable and life-cycle housing units the City is striving to add over the next decade. Smith Strack noted the goals are not mandatory but are aspirational and assigned by the Metropolitan Council. Smith Strack explained the goals can be increased but not decreased and noted if the City elects to participate a Housing Action Plan must be submitted by June of 2021. Smith Strack explained one program funded under the Local Housing Incentives Account allows member City's to submit for grants to assist with pre-development activities from producing market demand analysis to hosting design charrettes to creating site plans.

Commissioner Coleman inquired how the City did in the previous enrollment. Community Development Director Smith Strack explained the predevelopment grant application is something new this cycle.

MOTION by Commissioner Meyer, second by Commissioner Fahey to approve Resolution 20-05: Resolution Recommending the City Council Elect To Participate In The Local Housing Incentives Account

Program Under the Metropolitan Livable Communities Act Calendar Years 2021-2030. ALL VOTED AYE. MOTION CARRIED.

Commissioner Coleman inquired why the City has not applied for this grant in the past. Community Development Director Smith Strack explained no application has occurred in the past five years and is unaware of any previous applications under other staff. Smith Strack noted an application will be part of a future agenda topic for the EDA to discuss.

5.2. EDA/HRA 2021 Projects/Budget.

Community Development Director Smith Strack explained each year the commission reviews the 2021 budget projections. Smith Strack noted staff are requesting input on 2021 programs to be included in the annual budget. Smith Strack explained the EDA levy projection for 2021 is approximately \$114,000.00 up about \$5,700.00 from 2020. Smith Strack reviewed potential funding for residential rehabilitation, home buyer assistance and façade improvement. Smith Strack noted the current fund balances are listed in the packet.

MOTION by Commissioner Coleman, second by Commissioner Meyer, to approve the EDA/HRA 2021 Projections/Budget. ALL VOTED AYE. MOTION CARRIED.

6. ADMINISTRATIVE REPORTS.

6.1. Commissioner Comments.

Mayor Meyer requested an update on projects occurring around town. Community Development Director Smith Strack explained she still is receiving questions on Dollar General and Casey's. Smith Strack explained she does not have knowledge on if a deal will be move forward with the property owner but both have approved site plans. Smith Strack noted Schrom's apartment building is in progress and Gary Crosby has brought a townhome development forward for review and approval.

6.2. Director's Update.

Community Development Director Smith Strack highlighted her update.

6.3. Upcoming Meetings.

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

Commissioners were reminded of the next scheduled meeting.

7. ADJOURNMENT OF REGULAR SESSION.

MOTION by Commissioner Meyer, second by Commissioner Fahey, to adjourn the meeting at 5:23 PM. ALL VOTED AYE. MOTION CARRIED.

Respectfully Submitted,

Renee Eyrich
Recording Secretary



MEMORANDUM

DATE: September 14, 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 July and August for your consideration.

CITY OF BELLE PLAINE
AP DEPARTMENT APPROVAL
 AUGUST 2020

08/14/20 1:24 PM
 Page 5

Act Code	Check Name	Amount	Comments
FUND 801 ECONOMIC DEVELOPMENT AUTHORITY			
DEPT 460500 DEVELOPMENT			
801-460500-202000	OFFICE DEPOT, INC	\$8.99	EDA - COPY EXP
801-460500-321000	FRONTIER COMMUNICATIONS	\$116.68	EDA - PHONE
DEPT 460500 DEVELOPMENT		\$125.67	
FUND 801 ECONOMIC DEVELOPMENT AUTHORITY		\$125.67	
		\$70,300.06	

*CLS
8/14/20*

CITY OF BELLE PLAINE
AP DEPARTMENT APPROVAL
 JULY 2020

07/07/20 4:22 PM
 Page 9

Act Code	Check Name	Amount	Comments
FUND 801 ECONOMIC DEVELOPMENT AUTHORITY			
DEPT 460500 DEVELOPMENT			
801-460500-108000	CARY G. COOP	\$80.00	2020 2ND QTR PER DIEM - EDA
801-460500-108000	CHRISTOPHER MEYER	\$80.00	2020 2ND QTR PER DIEM - EDA
801-460500-108000	CRYSTAL DOYLE	\$40.00	2020 2ND QTR PER DIEM - EDA
801-460500-108000	LISA FAHEY	\$80.00	2020 2ND QTR PER DIEM - EDA
801-460500-108000	ASHTON PANKONIN	\$40.00	2020 2ND QTR PER DIEM - EDA
801-460500-108000	RICKY J KRANT	\$80.00	2020 2ND QTR PER DIEM - EDA
801-460500-108000	RICHARD W COLEMAN	\$80.00	2020 2ND QTR PER DIEM - EDA
801-460500-575000	PC2 SOLUTIONS	\$50.00	EDA - COMPUTER EQUIP/MAINT
DEPT 460500 DEVELOPMENT		\$530.00	
FUND 801 ECONOMIC DEVELOPMENT AUTHORITY		\$530.00	

*CLS
7/9/20*

CITY OF BELLE PLAINE
AP DEPARTMENT APPROVAL
 JULY 2020

07/21/20 2:52 PM
 Page 6

Act Code	Check Name	Amount	Comments
FUND 801 ECONOMIC DEVELOPMENT AUTHORITY			
DEPT 460500 DEVELOPMENT			
801-460500-131000	PATRICIA KRINGS	\$12.00	07/20 RETIREE INSURANCE - ED
801-460500-195000	NICK SLAVIC PAINTING	\$950.00	EDA - FAÇADE LOAN; PANKONIN
801-460500-202000	OFFICE DEPOT, INC	\$8.99	EDA - COPY EXPENSE
801-460500-208000	GRAINGER	\$19.83	EDA - GENERAL SUPPLY
801-460500-304000	KENNEDY & GRAVEN CHARTERED	\$67.00	EDA - LEGAL
801-460500-321000	FRONTIER COMMUNICATIONS	\$116.56	EDA - PHONE
DEPT 460500 DEVELOPMENT		\$1,174.38	
FUND 801 ECONOMIC DEVELOPMENT AUTHORITY		\$1,174.38	

CLS
8-4-20

CITY OF BELLE PLAINE
AP DEPARTMENT APPROVAL
 AUGUST 2020

07/31/20 8:54 AM
 Page 6

Act Code	Check Name	Amount	Comments
FUND 801 ECONOMIC DEVELOPMENT AUTHORITY			
DEPT 460500 DEVELOPMENT			
801-460500-131000	PATRICIA KRINGS	\$12.00	08/20 RETIREE INSURANCE - ED
801-460500-201000	SUEL PRINTING COMPANY	\$15.57	EDA - OFFICE SUPPLIES
801-460500-201000	SUEL PRINTING COMPANY	\$37.11	EDA - OFFICE SUPPLIES
801-460500-304000	KENNEDY & GRAVEN CHARTERED	\$41.00	EDA - LEGAL FEES
801-460500-311000	BOLTON & MENK, INC	\$61.25	EDA - MN DEED SCDP GRANT
801-460500-322000	PITNEY BOWES	\$133.38	2020 3RD QTR POSTAGE - EDA
801-460500-343000	OFFICE DEPOT, INC	\$75.57	EDA - MARKETING
801-460500-575000	SCOTT COUNTY TREASURER	\$131.22	EDA - ANNUAL FIBER LATERAL
801-460500-575000	PC2 SOLUTIONS	\$144.61	EDA - COMPUTER EQUIP/MAINT
801-460500-575000	BANYON DATA SYSTEMS, INC.	\$12.13	POS ANNUAL SUPPORT - EDA
DEPT 460500 DEVELOPMENT		\$663.84	
FUND 801 ECONOMIC DEVELOPMENT AUTHORITY		\$663.84	



MEMORANDUM

DATE:	September 14, 2020
TO:	EDA President Krant, EDA Board Members, and Administrator Meyer
FROM:	Cynthia Smith Strack, Community Development Director
RE:	Item 5.1 EDA/HRA 2021 Programs

GENERAL INFORMATION

The City Council has approved the preliminary 2021 budget including programs as requested by the EDA. The preliminary budget includes:

1. \$20,000 for a down payment assistance program. This will be for any purchasers of new homes constructed on lots of record platted after January 1, 2020. Maximum grant is \$2,000 and is issued post-closing.
2. \$12,000 for residential rehabilitation and energy efficiency improvement grant program. Funds are envisioned as local leveraged funds for our Small Cities Development Grant but may be used for projects not associated with the SCDP. This is a matching grant program capped at \$1,000. The program is income qualified.
3. \$9,000 for ROSE commercial façade improvement. Funds are envisioned as local leveraged funds for SCDP commercial rehab grant in Downtown. This is a matching grant capped at \$1,500.

Attached please find:

1. Program guidelines for the 2021 Down Payment Assistance Grant Program. The guidelines are modeled after a program in effect in Belle Plaine from 2012-2015. The guidelines have been forwarded to City Attorney Julie Eddington for review/comment. The EDA is to consider approving the guidelines.
2. Program guidelines for the 2021 Residential Rehabilitation and Energy Efficiency Improvement Grant Program. The standards are updated to reflect the current year information. The EDA is to consider approving 2021 guidelines.
3. A ROSE loan summary of eligible uses and grant match requirements. The EDA is asked to review and suggest updates if desired.

ACTION

5.1.1. Motion to approve 2021 Down Payment Assistance Grant Program guidelines and recommend the City Council place into effect.

5.1.2. Motion to approve 2021 Residential Rehabilitation and Energy Efficiency Improvement Grant Program.



**Belle Plaine Economic Development Authority/Housing Redevelopment Authority
(EDA/HRA)**

**HOME DOWN PAYMENT GRANT PROGRAM
2021 POLICY AND PROCEDURES**

Purpose

The purpose of the Home Down Payment Grant Program is to encourage ownership of newly constructed owner occupied residences within the City of Belle Plaine. Homeowners may apply for down payment assistance in an amount of up to \$2,000 upon purchase of a newly constructed home on a lot of record platted after January 1, 2020. The home construction must be completed with the assistance of at least one contractor with its business located in the 56011 zip code and be a newly built home.

Goal

To promote new home construction and home ownership of residences within the City of Belle Plaine.

Availability

Each applicant may apply for up to \$2,000 in down payment assistance by submitting the attached application to the EDA/HRA. EDA/HRA administrative staff will review the grant applications and will approve the amount of the final grant to the extent funds are available. The Home Down Payment Grant Program will be administered under written policy and procedures to the extent funds are allocated and available to the grant program by the EDA/HRA. Initially it is expected that this grant program will be funded in the amount of up to \$20,000 per year.

Applicant Eligibility

Applicants must apply for the Home Down Payment Grant Program within 30 days after the closing on a home located on a lot platted after January 1, 2020 and within the corporate boundaries of the City of Belle Plaine. The home must be new construction (new home permit issued) and not occupied prior to purchase, and at least one contractor that worked on the construction of the home must have its business located in the 56011 zip code. Applicants must intend to live in the home for at least one year. Applicants may not apply for assistance under the Home Down Payment Grant Program for rental properties. If the Applicant sells the home or converts it to rental property within one year of occupancy the grant authorized and distributed under this Program must be repaid to the EDA/HRA.

When Payment Made

If an applicant is provided a grant under this program, the grant will be paid once the applicant moves into the completed home and provides evidence to the EDA/HRA that a down payment in, at least the amount of the grant, was paid by the applicant. The applicant will also need to provide a copy of the deed and proof of filing homestead on the property.

Right to Deny

The EDA/HRA in and for the City of Belle Plaine has the right to deny any application based on its discretion.



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

Community Development Dept.
 Phone: 952-873-5553
 Fax: 952-873-5509
 www.belleplainemn.com

2021

HOME DOWN PAYMENT 2021 GRANT PROGRAM APPLICATION

Date of Application: _____

APPLICANT Name: _____ Phone: _____

Address: _____

E-Mail: _____

SUBJECT HOME Address: _____ Belle Plaine, MN P.I.N: _____

Year Constructed: _____ Lot Number: _____ Block Number: _____ Subdivision: _____

CONTRACTOR
Within 56011 Name or Company: _____

Phone: _____ Contractor's License: _____ E-Mail: _____

Address: _____ 56011

SUBMISSION OF APPLICATION MUST INCLUDE:

- 2020/2021 New Home Building permit obtained
- Homestead filing
- Proof of Year Plat Recorded
- Proof of Ownership (Deed)
- Proof of Down payment

All materials must be submitted no later than 30-days after the closing.
Upon approval of the application, payment can be issued to property owner.

I have read and understand the Policy for the Home Down Payment Grant Program of the Belle Plaine EDA/HRA.

SIGNATURE OF APPLICANT: _____ **DATE:** _____

OFFICE USE ONLY

Date Application Received: _____ **Project Completion Date:** _____

Contractor within 56011 Proof of ownership, down payment and homestead filing

Zoning ordinance compliant Certificate of occupancy issued: _____

2020/2021 building permit issued Permit # _____ Date: _____

Approved _____ Amount: \$ _____ Denied Reimbursement check issued: # _____

Issue Date: _____

Comments: _____

Building Official or Designee: _____ Date: _____

Zoning Administrator or Designee: _____ Date: _____



**Belle Plaine Economic Development Authority/Housing Redevelopment Authority
(EDA/HRA)**

**RESIDENTIAL REHABILITATION AND ENERGY EFFICIENCY IMPROVEMENT GRANT PROGRAM
2021 POLICY AND PROCEDURES**

Purpose

The purpose of the Façade and Energy Efficiency Improvement Grant Program is to encourage energy efficiency, renovation, and/or rehabilitation of existing housing stock located within the City of Belle Plaine with façade and/or energy efficient improvements. Homeowners of low or moderate income may annually apply for assistance under this grant program in an amount of up to \$1,000 in matching funds.

Goal

Reduce blight in residential neighborhoods in the City by providing assistance to persons with low or moderate incomes for the purpose of renovating or rehabilitating existing homes with façade and/or energy efficient improvements.

Availability

Each applicant may apply for up to \$1,000 in assistance under this grant program by submitting the attached application to the EDA/HRA. Homeowners will be required to provide matching funds for the renovation or rehabilitation. Administrative staff will review the grant applications and approve the amount of the final grant to the extent funds are available. The Façade and Energy Efficient Improvement Grant Program will be administered under written policy and procedures to the extent funds are allocated and available to the grant program by the EDA/HRA Board. The grant program will be funded in the amount of up to \$12,000 in 2021.

Applicant Eligibility

Grants under this program are available to owners of single family homes and multi-family residential projects that are located within the City of Belle Plaine (including persons who have a property interest in a home or multi-family residential project pursuant to a contract for deed). Applicants must apply for the Façade and Energy Efficient Improvement Grant Program by completing the attached application and providing evidence that the improvements to be made are related to a façade improvement and/or energy efficient improvement. In addition, owners of single family homes must satisfy the income criteria set forth below or provide evidence of blight on their properties. Owners of multi-family residential projects must provide evidence of blight on their properties.

Low or Moderate Income

In order to obtain a grant under this grant program, owners of single family homes must provide evidence that he or she is of low or moderate income (or provide evidence of blight on their properties, as described below), as determined by the Low (80%) Income Limits for Scott County, Minnesota, reported annually by the U.S. Department of Housing and Urban Development at <https://www.huduser.gov/portal/datasets/il/il2020/2020summary.odn>

Blight Findings

In order to obtain a grant under this grant program, owners of multi-family residential building must provide evidence of blight on their properties. Blight determinations shall be made by Community Development Department staff, based on communications with the owner of the multi-family residential building and in-person review of the building sites. A "blighted area" means any area with buildings or improvements which, by reason of dilapidation, obsolescence, overcrowding, faulty arrangement or design, lack of ventilation, light, and sanitary facilities, excessive land coverage, deleterious land use, or obsolete layout, or any combination of these or other factors, are detrimental to the safety, health, morals, or welfare of the community.

Eligible Uses for Grant Funds

Proposed improvements must conform to the City of Belle Plaine's Zoning Ordinance.

Eligible improvements include façade or energy efficient improvements such as replacement windows, replacement doors, re-roofing, residing, masonry repair, foundation repair, water heaters, HVAC units, and furnaces. Solar energy panels or other energy efficient heating and cooling mechanisms are also eligible improvements. Painting, landscaping, and lighting may be considered providing additional eligible activities are proposed. All labor and design costs are reimbursable with grant proceeds. Labor must be incurred through the work of a qualified contractor, and does not include sweat equity.

All energy efficient improvements must satisfy the energy efficiency requirements on file with the EDA, which are based on energy efficiency provisions of the State of Minnesota building code.

When Payment Made

If an applicant is provided a grant under this program, the grant will be paid once the applicant provides the EDA/HRA with all invoices for the work completed by a qualified contractor or equipment purchased. The EDA/HRA will process payment for one-half the amount of the invoices, with a maximum amount of the grant awarded. No invoices for work completed prior to the award of the grant will be reimbursed with grant funds. Such invoices must be submitted to the EDA within one year of the award of the grant under this program.

Right to Deny

The Belle Plaine EDA/HRA has the right to deny any application based on its discretion.



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2021

**RESIDENTIAL FAÇADE & ENERGY EFFICIENT
 IMPROVEMENT GRANT PROGRAM APPLICATION**
 (Matching Grant)

Date of Application:

APPLICANT	Name:	Phone:
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Address:

E-Mail:

SUBJECT HOME	Address:	Belle Plaine, MN	P.I.N.:
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Year Constructed:	Lot Number:	Block Number:	Subdivision:
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Is home in or potentially in violation of any city ordinance?	Y	N	Violation:
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WORK DESCRIPTION: (Describe energy efficient improvements, attach documentation of energy standards)

POTENTIAL COMPLETION DATE:

APPLICATION MUST BE SUBMITTED PRIOR TO CONDUCTING ANY WORK AND MUST INCLUDE:

- Applicant must show 2020 tax return as proof of income.
- Documentation showing improvements meet energy efficient standards (include make/model of materials).
- Detailed estimate of work to be performed.
- Photo(s) of subject property showing blight conditions and where improvements are to be made.
- Building permit obtained, if required.

***IMPORTANT: Upon project completion all proof of payments in full must be submitted to Community Development Department staff prior to receiving grant payment.**

I have read and understand the Policy for the Residential Façade and Energy Efficient Improvement Grant Program of the Belle Plaine Economic Development Authority/Housing and Redevelopment Authority.

SIGNATURE OF APPLICANT: _____ **DATE:** _____

OFFICE USE ONLY

Date Application Received:	Project Completion Date:
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<input type="checkbox"/> Income meets requirements	<input type="checkbox"/> Attached proof of purchase(s)
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<input type="checkbox"/> Improvements meet energy efficiency requirements	<input type="checkbox"/> Building permit completed and closed
---	---

<input type="checkbox"/> Zoning ordinance compliant	
---	--

<input type="checkbox"/> Building permit issued	Permit #
---	----------

<input type="checkbox"/> Permit not required to conduct work	<input type="checkbox"/> Reimbursement check issued
--	---

<input type="checkbox"/> Approved Amount: \$_____ <input type="checkbox"/> Denied	Issue Date:
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Comments: _____

Building Official or Designee:	Date:
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Zoning Administrator or Designee:	Date:
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RESTORATION, OPPORTUNITY, SUSTAINABILITY & ENTERPRISE PROGRAM

Proposed Activity	Required Property Owner to Loan* Match	Investment Rationale
Building additions & new construction consistent with zoning code & approved by the DC	\$1:\$1	The City/EDA prioritizes projects which result in credible and lasting improvements visible from public streets and sidewalks. The City/EDA also prioritizes projects retaining and restoring important features of historic structures. As such projects involving these activities are of a higher priority for grant dollars. Larger projects resulting in increases in tax value are preferred.
New awnings	\$1:\$1	
Replacement awnings structural	\$1:\$1	
New or substantial improvement of building entrances, e.g. porticos or expanded windows	\$1:\$1	
Building adornment improvements reminiscent of historical building construction	\$1:\$1	
Building upgrades reminiscent of historical building construction	\$1:\$1	
Placement/Replacement high quality exterior building materials	\$1:\$1	
Repointing, structures of potential historical significance	\$1:\$1	
Brick repair, structures of potential historical significance	\$1:\$1	
Repair of stucco	\$1:\$1	
Replacement of stucco	\$1:\$1	
Expansion of street level building openings (i.e. windows, doors) in the CBD	\$1:\$1	The City/EDA recognizes building maintenance & beautification efforts are valuable. As such major maintenance & landscaping projects are eligible for program funds.
Re-roofing	\$5:\$1	
Painting	\$5:\$1	
Residing	\$5:\$1	
Replacement of existing windows and/or doors with new windows/doors in same openings	\$5:\$1	
Landscaping, including planters and baskets	\$5:\$1	
Changing of awnings due to tenant or occupancy change	May constitute ≤ 50% of local match	The City/EDA recognizes value in certain activates that, when paired with other eligible activities, increase the value of a particular project. Projects involving ancillary activities may constitute a portion of the required local property owner match but are not eligible for grant dollars.
Signage	May constitute ≤ 50% of local match	
Relocation of windows and/or doors	May constitute ≤ 50% of local match	
Interior physical improvements to the structure	May constitute ≤ 50% of local match	
HVAC, electrical, and mechanical upgrades	May constitute ≤ 50% of local match	
Building acquisition	May constitute ≤ 50% of local match	
Trash or mechanical enclosures	May constitute ≤ 50% of local match	
Access improvements required under the Americans with Disabilities Act	May constitute ≤ 50% of local match	
Sweat equity	Not eligible for program	The City/EDA finds these types of activities are not appropriate for investment under the restoration, opportunity, sustainability, and enterprise grant program.
Activities including a reduction in window/door openings in the Central Business District	Not eligible for program	
Activities not consistent with City and/or Building Code	Not eligible for program	
Activities proposed by applicants not in good standing with the City	Not eligible for program	
Activities on property owned by persons not in good standing with the City	Not eligible for program	

* Maximum loan typically \$1,500



MEMORANDUM

DATE:	September 14, 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 for EDA information:

1. The City Council placed COVID CARES Act grant programs into effect on August 3rd.
 - a. The Business Relief Grant helps businesses facing costs from business interruption or changes to businesses resulting from the COVID health emergency. So far 15 Belle Plaine businesses have been assisted with approximately \$30,000 of the initial \$125,000 allocation remaining.
 - b. The Resident Relief Grant helps residents with past due rent or mortgage payments. So far 14 residents have been assisted with approximately \$24,000 of the initial \$50,000 allocation remaining.
2. SCDP Grant. The Council authorized execution of the grant agreement at their September 8th meeting. The Council will be acting on several items related to grant administration over the next month. The items include environmental review, contractor eligibility, and fair housing policies. The program should be open for application this fall.
3. Two businesses have worked with a City approved vendor (Lime Valley) to review/evaluate their existing websites. The activity is provided under programs approved by the EDA and City Council in May.
4. We have been told to expect filing of a foundation/footing permit for the second apartment building at 561 Elk Street South this fall.



MEMORANDUM

DATE: September 14, 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 met on September 8th and approved design of a projecting sign for Oldenburg Brewery at 116 Main Street West.

Planning Commission

The PC will meet at 6:30 on September 14th. Agenda items include public hearing on fence variance for 561 Elk Street South and public hearing on a code amendment specifying what types of metal siding and roofing are allowed in residential districts. The PC will also receive initial information about a required update to flood plain standards. FEMA is in the final stages of issuing revised flood map. The City is to have draft code amendments to the DNR by mid-November.

Other

- CARES Act grant program administration.
- Zoning information to two business.
- Variance processing.
- Code amendments – metal exterior materials.
- Research available properties.
- Assist with distribution/review of facilities RFQ.
- Alley research.
- Meetings with developer re: potential housing development.
- Code compliance issues processed.