



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

MONDAY, OCTOBER 12, 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 September 14, 2020.

4. TREASURERS REPORT.

4.1. Approval of Bills.

5. BUSINESS.

5.1. Resolution 20-06: Approving \$1,500 Façade Loan Scott Danielson 725 Main Street East

5.2. Resolution 20-07: Approving \$1,500 Façade Loan Borough Bowl 235 Ash Street South

5.3. Resolution 20-08: Approving \$1,000 Façade Loan Lisa Fahey Agency 204 Meridian St North

5.4. Resolution 20-09: Approving \$325 Web Presence Loan Salon 129

6. ADMINISTRATIVE REPORTS.

6.1. Commissioner Comments.

6.2. Director's Update.

6.3. Upcoming Meetings.

1. Regular Session, 5:00 pm, **Monday, November 9, 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
SEPTEMBER 14, 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 5:00 PM on Monday, September 14, 2020 at City Hall, 218 North Meridian Street, Belle Plaine, MN. President Krant called the meeting to order with Commissioners Coop, Meyer, Coleman and Pankonin present. Commissioners Doyle and Fahey were absent.

Also present was Community Development Director Smith Strack.

2. APPROVAL OF AGENDA.

MOTION by Commissioner Coop, 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 July 13, 2020.

MOTION by Commissioner Coleman, second by Commissioner Pankonin, to approve the Regular Session Minutes of July 13, 2020. ALL VOTED AYE. MOTION CARRIED.

4. TREASURERS REPORT. 4.1. Approval of Bills.

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

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.

Community Development Director Smith Strack explained the City Council has approved the preliminary 2021 budget including programs as requested by the EDA. Smith Strack explained the preliminary budget includes \$20,000.00 for a down payment assistance program for purchasers of new homes constructed on lots platted in 2020. Smith Strack explained \$12,000 for residential rehabilitation and energy efficiency improvement grant programs is included in the preliminary budget noting funds may be used for projects not associated with our Small Cities Development Grant. Smith Strack explained \$9,000 for ROSE commercial façade improvement has again been included in the preliminary budget. Smith Strack explained included in the packet were program guidelines for the 2021 Down Payment Assistance Grant Program, 2021 Residential Rehabilitation and Energy Efficiency Improvement Grant Program and a ROSE loan summary of eligible uses and grant match requirements. Smith Strack closed by asking a review and action on agenda items 5.1.1. 2021 Down Payment Assistance Grant Program and 5.1.2. 2021 Residential Rehabilitation and Energy Efficiency Improvement Grant.

Commissioner Meyer inquired if no new lots are platted would no one be eligible for the Down Payment Assistance? Community Development Director Smith Strack confirmed and noted potentially new units will come on line this spring. Commissioner Coleman inquired if moneys unspent carry over for the next year. Smith Strack confirmed and added if all monies were awarded it would result of a budget

spenddown.

MOTION by Commissioner Meyer, second by Commissioner Pankonin, to approve the 2021 Down Payment Assistance Grant Program guidelines and recommend the City Council place into effect. ALL VOTED AYE. MOTION CARRIED.

Community Development Director explained the Residential Rehabilitation and Energy Efficiency Improvement program has been in effect for several years. Smith Strack explained \$12,000.00 allows for twelve \$1,000.00 grants used as part of the Small Cities Development Grant, which is income, qualified.

Commissioner Meyer inquired if the funds are available to anyone in town. Community Development Director Smith Strack confirmed and noted the grant is on a first come first serve. Commissioner Coleman inquired if advertisement about the grant will take place. Smith Strack confirmed advertising of the grant availability will occur. Meyer inquired if targeted marketing will occur for the Small Cities qualified residents. Smith Strack confirmed.

MOTION by Commissioner Meyer, second by Commissioner Coleman to approve the 2021 Residential Rehabilitation and Energy Efficiency Improvement Grant Program. ALL VOTED AYE. MOTION CARRIED.

5.2. EDA Updates.

Community Development Director Smith Strack explained the EDA information updates.

The Committee acknowledged the updates.

6. ADMINISTRATIVE REPORTS.

6.1. Commissioner Comments.

Commissioner Meyer noted the closing of McDonald's and inquired if the City can aid in the process of filling the building. Community Development Director Smith Strack confirmed noting she will look into who is in charge of marketing the building.

Commissioner Pankonin inquired if the ROSE program should have been voted on. Community Development Director Smith Strack confirmed due to no changes the program will continue.

6.2. Director's Update.

Community Development Director Smith Strack explained her report is in the packet and called out the RFP's for a facilities study has been accepted and staff will be working with a company to review the future needs of the City.

6.3. Upcoming Meetings.

1. Regular Session, 5:00 pm, Monday, October 12, 2020.

Commissioners were reminded of the next scheduled meeting.

7. ADJOURNMENT OF REGULAR SESSION.

MOTION by Commissioner Pankonin, second by Commissioner Meyer, to adjourn the meeting at 5:18 PM. ALL VOTED AYE. MOTION CARRIED.

Respectfully Submitted,
Renee Eyrich
Recording Secretary



MEMORANDUM

DATE: October 12, 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 September for your consideration.

CITY OF BELLE PLAINE
AP DEPARTMENT APPROVAL
 SEPTEMBER 2020

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Act Code	Check Name	Amount	Comments
FUND 801 ECONOMIC DEVELOPMENT AUTHORITY			
DEPT 460500 DEVELOPMENT			
801-460500-108000	ASHTON PANKONIN	\$80.00	2020 3RD QTR PER DIEM - EDA
801-460500-108000	RICKY J KRANT	\$80.00	2020 3RD QTR PER DIEM - EDA
801-460500-108000	RICHARD W COLEMAN	\$80.00	2020 3RD QTR PER DIEM - EDA
801-460500-108000	LISA FAHEY	\$40.00	2020 3RD QTR PER DIEM - EDA
801-460500-202000	OFFICE DEPOT, INC	\$18.62	EDA - COPY EXPENSE
801-460500-321000	FRONTIER COMMUNICATIONS	\$116.57	EDA - PHONE
801-460500-343000	LIME VALLEY ADVERTISING, INC	\$100.00	EDA - WEBSITE CONSULTING SE
801-460500-343000	LIME VALLEY ADVERTISING, INC	\$100.00	EDA - WEBSITE CONSULTING SE
DEPT 460500 DEVELOPMENT		\$615.19	
FUND 801 ECONOMIC DEVELOPMENT AUTHORITY		\$615.19	

CLS
9-23-20

CITY OF BELLE PLAINE
AP DEPARTMENT APPROVAL
 SEPTEMBER 2020

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Act Code	Check Name	Amount	Comments
FUND 801 ECONOMIC DEVELOPMENT AUTHORITY			
DEPT 460500 DEVELOPMENT			
801-460500-131000	PATRICIA KRINGS	\$12.00	RETIREE INSURANCE - EDA
801-460500-202000	METRO SALES INCORPORATED	\$234.62	EDA - USAGE CONTRACT
801-460500-570000	WELLS FARGO REMITTANCE CNTR	\$500.00	EDA - OFFICE EQUIP; VARIDESK
DEPT 460500 DEVELOPMENT		\$746.62	
FUND 801 ECONOMIC DEVELOPMENT AUTHORITY		\$746.62	

CL
A



MEMORANDUM

DATE: October 12, 2020
TO: Chairperson Krant, EDA Members, and Administrator Meyer
FROM: Cynthia Smith Strack, Community Development Director
RE: Item 5.1 ROSE Loan – 725 Main Street East – U.S. Bench

REQUEST: Approval of ROSE Loan

GENERAL INFORMATION

Scott Danielson owner of US Bench has applied for a ROSE loan to assist with residing and re-windowing at 725 Main Street East. Danielson is expected to attend the EDA meeting and the application is attached.

The structure at the subject address was expanded over time and consists of three separate elements. The façade update concerns the middle section of the building. The Applicant proposes replacing block windows in the middle building section facing Main Street and residing with metal panels to match other sections of the building. The metal panels proposed have exposed fasteners. In this particular situation the exterior siding on the building features exposed fasteners, therefore it would appear to be sensible to allow as maintenance of an existing non-conforming use.

Metal color is identified in the attached brochure. Applicant will bring a sample.

Applicant proposes lowering of glass block windows to bring them to the same height as other windows in the building. The space created by lowering the windows will be filled with block or plywood and then covered with the metal siding.

The Applicant envisions adding awnings next year and landscaping the front of the building.

ROSE loan policy standards allow for a 20% match (\$5 owner/\$1 grant) for repainting of exterior facades. Please find a ROSE loan project match matrix attached. Bid for the project from contractor Greystone Construction is just over \$24,000. Requested grant amount is 3,000.00, ROSE loan match maximum is \$1,500.

ACTION

The EDA is to consider the ROSE loan request. The EDA included \$10,000 for 2020 ROSE loan projects. A total of \$3,175 has been issued to date. If the application is approved, then \$5,325.00 would remain. A resolution approving/denying the request is attached.

REPORT ATTACHMENTS

- Loan application, contractor estimate for re-side, re-window.
- ROSE Loan Matrix
- Sample Resolution EDA 20-006 Approving/Denying ROSE Loan

**BELLE PLAINE ECONOMIC DEVELOPMENT AUTHORITY
RESTORATION, OPPORTUNITY, SUSTAINABILITY AND ENTERPRISE (ROSE) PROGRAM
APPLICATION FOR FUNDS**

Company Information:

Name of Business: U.S. Bench Corp.

Current Address: 725 E. main st. Belle Plaine

Telephone: 612 721-2525 E-mail scotteusbench.com

Primary Contact Person: Scott Danielson

Title: owner

Telephone: 612 723-0390

Nature of Business: Light manufacturing / Graphic printing

Form of Business Organization:

- | | | |
|--|---|--------------------------------------|
| <input type="checkbox"/> CD Purchaser | <input type="checkbox"/> Tenant Operator | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Sole Proprietorship | <input type="checkbox"/> Limited Partnership _____ | |
| <input type="checkbox"/> Partnership | <input checked="" type="checkbox"/> Corporation (Cooperative) | |

Number of Employees: Total: 6 Full-Time: 5 Part-Time: 1

Property Owner(s): Scotland Investments LLC
Scott Danielson

Number of years in businesses in Belle Plaine: 1

Project Description:

Briefly describe the nature of the project: Replace broken glass block windows with energy efficient Anderson windows. Cover old concrete block with like color panels to match newer part of Building.

Approximate Amount Requested: \$ 3,000.00

Attach copies of all quotes/estimates for proposed work, at least two contractors shall submit quotes.

Funds to be used for: Construction expenses

Is the proposed building a conforming use or legal non-conforming use under the City of Belle Plaine's Zoning Ordinance? Yes No

What is the estimated completion date for the project?: November 2020

I have read, understand, and agree to comply with the Policy for the ROSE Loan Program of the Belle Plaine Economic Development Authority and the City of Belle Plaine.



Applicant Signature

Scott Danreison

Applicant Name (printed)



Property Owner Signature

Property Owner Signature

9/1/2020

Date

For Office Use Only:

Reviewed by: _____
Approved: _____
Denied: _____

Reviewed by Design Committee
Approved: _____
Denied: _____

Invoice submitted: _____

Amount: _____

Date Paid: _____



Corporate Office • Phone 952-496-2227
 500 S Marshall Road, Suite 300 • Shakopee, MN
 55379
 North Dakota Office • Phone 701-214-5893
 201 Slate Drive, Suite #1 • Bismarck, ND 58503

Proposal

Sheet No. 1 of 1

Date September 16, 2020

Work Submitted To:		Work To Be Performed At:	
Name	US Bench	Job Name	US Bench
Street	3300 Snelling Ave,	Street	725 East Main St
City/State	Minneapolis, MN 55406	City/State	Belle Plaine, MN
Phone Number		Date of Plans	NA
Attention:	Scott Danielson	Architect	NA
E-mail			

We hereby propose to furnish all the materials and perform all the labor necessary for the completion of the following:

Option #1 - Middle Building

Option #1

\$24,085.00

Metal Panel Furnish and Installation

Install new metal paneling on exterior walls

(75' LF at 14') 26ga ADP1 Wall Panel

(32' LF at 4') 26ga ADP1 Wall Panel

Custom Eave and Rake Trim

Base Trim

(2) Custom Trim for around 10'x10' Overhead Door Trim (Trim Only)

(1) Custom Trim for around 3'x7' Personnel Door (Trim Only)

(2) Custom Trim for around Windows (Trim Only)

Window Replacement - North Side

East Opening

Remove existing glass block window

Remove 2 additional courses of block below existing window to lower new window

Frame opening for new 4'x4' window

Install 4'x4' sliding window - Anderson Series 100 vinyl window or comparable

Plywood figured on inside of building, no sheetrock

West Opening

Remove existing glass block window

Remove additional courses of block to allow for movement of window to the east & 2 courses lower

Frame opening for new 4'x4' window

Install 4'x4' sliding window - Anderson Series 100 vinyl window or comparable

Plywood figured on inside of building, no sheetrock

Notes:

Relocating existing Electrical

Access to work area

All work figured in 1 mobilization

Grand Total	\$24,085.00
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Excludes:

-Engineering/structural design

-Electrical

-Architectural Design

-Temp enclosures

-Security Equipment

-Fire Suppression



Corporate Office • Phone 952-496-2227
 500 S Marshall Road, Suite 300 • Shakopee, MN
 55379
 North Dakota Office • Phone 701-214-5893
 201 Slate Drive, Suite #1 • Bismarck, ND 58503

Proposal Sheet No. 1 of 1

Date September 16, 2020

Work Submitted To:		Work To Be Performed At:	
Name	US Bench	Job Name	US Bench
Street	3300 Snelling Ave,	Street	725 East Main St
City/State	Minneapolis, MN 55406	City/State	Belle Plaine, MN
Phone Number		Date of Plans	NA
Attention:	Scott Danielson	Architect	NA
E-mail			

- | | | |
|-------------------------------------|---------------------------------|----------------------|
| -Overtime/Double time/weekend work | -Winter Conditions | -Mechanical Work |
| -Permits - Unless noted | -Irrigation | -Plumbing |
| -Unforsen below grade conditions | -Signage | -Hazardous Materials |
| -Work Figured during normal busine: | -Material Testing - Unless Noti | -Special Inspections |

All material is guaranteed to be as specified, and the above work will be performed in accordance with the drawings and specifications listed above and completed in a substantial workmanlike manner for the sum of:

Respectfully submitted by: **Greystone Construction Company**

Project Manager - Facility Solutions

Chad Clemens - CClemens@greystoneconstruction.com

This proposal may be withdrawn by Greystone Construction Company if not accepted within 30 days.

Upon acceptance of this Proposal, all notations as stated above shall be incorporated as part of the contract documents unless otherwise noted.

Equal Opportunity Employer/Contractor







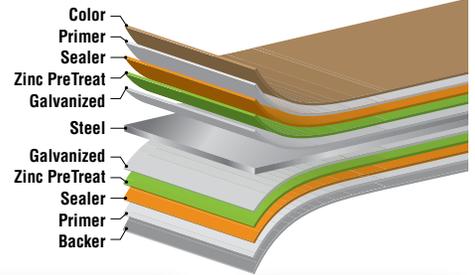
RUSH RIVER

steel & trim

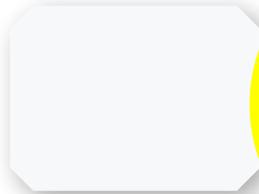
RushRiverSteel.com
507-248-3577



BeckryTech Highly Durable Polyester System by Beckers offers a 40-year limited warranty and are ideal for a variety of residential, agricultural, industrial, and commercial metal building applications



Standard Colors



Brilliant White*



Alamo White*



Light Stone*



Ash Gray*



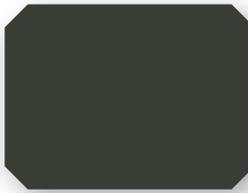
Charcoal*



Dark Green*



Gallery Blue*



Burnished Slate*



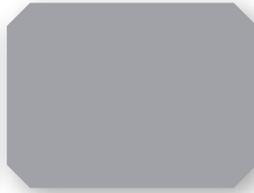
Burgundy*



Acrylic Bare*



Taupe



Light Gray



Tan



Rustic Red



Bright Red



Hawaiian Blue



Brown



Hunter Green



Black



Copper Metallic

Textured Colors



BlackTex



BrownTex



BurgundyTex



RustTex



Quaker GrayTex



GreenTex



RedTex



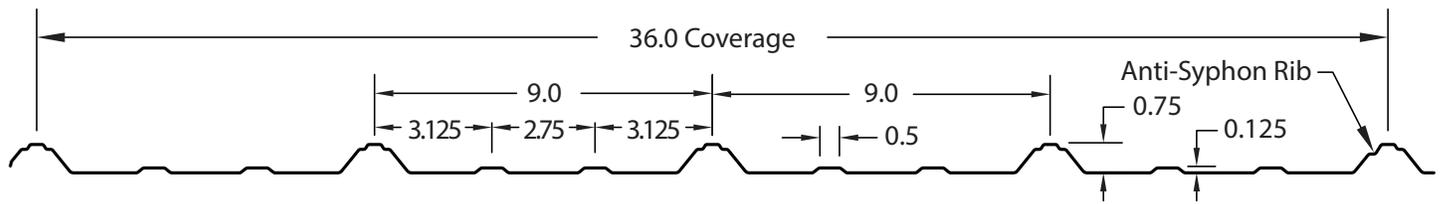
Burnished SlateTex

Color selections are close representations but are limited by processing and viewing conditions. Actual metal samples are available by request. For all specific warranty, application, installation, and technical information regarding our products, please contact Rush River for more information.



*Also available in 26 ga PBR panels

Tuff-Rib



Panel Specifications:

- 36" panel coverage
- 3/4" high rib
- Bell top trapezoidal rib on 9" centers
- Exposed fastened, low profile panel
- Applies over open framing or solid substrate
- Minimum roof slope: 3:12
- 28 colors available
- Drip Stop felt available

Testing & Approvals:

- UL 790, Class A Fire Resistance
- UL2218 Class 4 Impact Resistance
- ASTM E 1646 Water infiltration

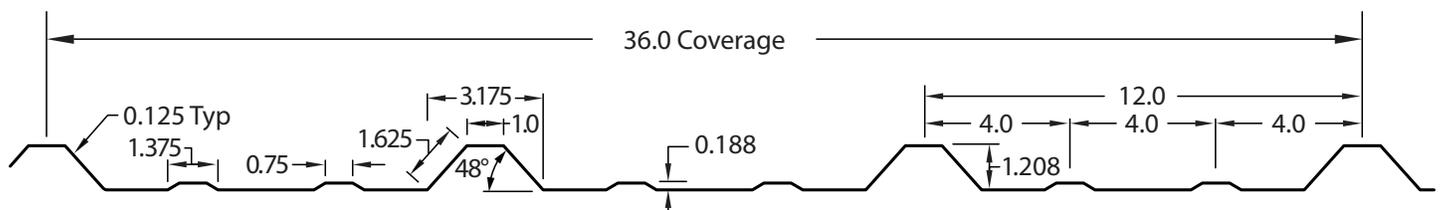
Substrate Specifications:

- 29 ga. (.0150"), ASTM A653, Grade 80, minimum spangle, G60 zinc-coated (galvanized) structural steel
- G100 galvanized available for animal confinement buildings

Paint Specifications:

- *BeckryTech* Highly Durable Polyester System by Becker Paints
- All colors Energy Star approved
- The new *Textured BeckryTech* finish now available in 8 leading colors

PBR Panel



Panel Specifications:

- 36" panel coverage
- 1-1/4" high rib
- Trapezoidal rib on 12" centers
- Exposed fastened, low profile panel
- Applies over open framing or solid substrate
- Minimum roof slope: 1:12
- 10 colors available
- Drip Stop felt available

Testing & Approvals:

- UL 790, Class A Fire Resistance
- UL2218 Class 4 Impact Resistance

Substrate Specifications:

- 26 ga. (.0187), ASTM A653, Grade 80, minimum spangle, G60 zinc-coated (galvanized) structural steel
- G90 galvanized available for animal confinement buildings

Paint Specifications:

- *BeckryTech* Highly Durable Polyester System by Becker Paints
- All colors Energy Star approved

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	
Re-roofing	\$5:\$1	The City/EDA recognizes building maintenance & beautification efforts are valuable. As such major maintenance & landscaping projects are eligible for program funds.
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

**BELLE PLAINE ECONOMIC DEVELOPMENT AUTHORITY
RESOLUTION NO. 20-006**

**RESOLUTION APPROVING TERMS OF A ROSE PROGRAM LOAN TO SCOTT DANIELSON
725 MAIN STREET EAST**

BE IT RESOLVED BY the Board of Commissioners (the "Board") of the Belle Plaine Economic Development Authority (the "Authority"), as follows:

1. Façade Improvement Loan Program. The City and the Belle Plaine Economic Development Authority (the "EDA") previously approved the EDA's Restoration, Opportunity, Sustainability, and Enterprise (ROSE) Program which provides financial support for improvements to commercial properties in our community, and which is administered by the EDA.

2. Request for Loan. Scott Danielson, US Bench (Property Owner) the "Applicant" has requested a 2020 ROSE loan in the amount of one thousand five hundred dollars (the "Loan") in order to finance façade improvements at 725 Main Street East (the "Property") consisting of window replacement and residing of a portion of the front exterior façade.

3. Proposed Terms of Loan. The Loan is to be made from the EDA's Façade Improvement Loan Program in the amount of \$1,500.00 for calendar year 2020. Said loan shall be forgiven provided that the Borrower remains in business on the Property for at least one year following the disbursement of the Loan or transfers ownership of the business to another entity that maintains the business in the improved building for at least one year following disbursement of the Loan. The obligation of the Borrower to repay the Loan in the event that any portion of the principal amount of the Loan is not forgiven will be evidenced by a Promissory Note (the "Note") to be delivered by the Borrower.

4. Board Approval. The Board hereby approves the Loan proposed to be provided to the Borrower contingent on:

- a. Execution of a promissory note by the Applicant and the Property Owner.
- b. Submittal (to the office of the Community Development Director) of valid invoices for materials and/or from a licensed contractor relating to the façade update.
- c. Securing of a building permit for re-window and re-side.

5. Promissory Note. The Board has had an opportunity to review the Note to be executed by the Borrower. The Board hereby approves the form of Note.

6. Effective Date. This resolution shall be effective as of the date hereof.

Approved by the Board of Commissioners of the Belle Plaine Economic Development Authority this 10th day of October, 2020.

BELLE PLAINE ECONOMIC
DEVELOPMENT AUTHORITY

Rick Krant, EDA President

ATTEST

Cynthia Smith Strack, Community Development Director



MEMORANDUM

DATE: October 12, 2020
TO: Chairperson Krant, EDA Members, and Administrator Meyer
FROM: Cynthia Smith Strack, Community Development Director
RE: Item 5.2 ROSE Loan – 235 Ash Street South – Borough Bowl

REQUEST: Approval of ROSE Loan

GENERAL INFORMATION

Judy Otto owner of Borough Bowl has applied for a ROSE loan to assist with re-covering of awnings at 235 Ash Street South. Otto is expected to attend the EDA meeting and the application is attached.

The Applicant proposes re-covering of awnings on the south side of the building. The project includes eight window awnings and one door awning. Proposed color is a slate gray.

ROSE loan policy standards allow for a 50% match (\$1 owner/\$1 grant) for awning re-covering. Please find a ROSE loan project match matrix attached along with a bid from awning contractor Hoigaards. Bid for the project is \$4,775. Requested grant amount is \$1,500.00.

ACTION

The EDA is to consider the ROSE loan request. The EDA included \$10,000 for 2020 ROSE loan projects. If the previous agenda item is approved, a total of \$4,675 has been issued to date. If this application is approved, then \$3,825.00 would remain. A resolution approving/denying the request is attached.

REPORT ATTACHMENTS

- Loan application, contractor estimate for awning re-cover.
- ROSE Loan Matrix
- Sample Resolution EDA 20-007 Approving/Denying ROSE Loan

**FAÇADE IMPROVEMENT LOAN PROGRAM
APPLICATION FOR FUNDS**
Belle Plaine Economic Development Authority

Company Information:

Name of Business: Borough Bowl
Current Address: 235 S Ash St
Telephone: 952-873-2204 E-mail: boroughbowl@hotmail.com
Primary Contact Person: Judy
Title: Owner
Telephone: 952-873-2204
Nature of Business: Bowling Center

Form of Business Organization:

- CD Purchaser Tenant Operator Other _____
 Sole Proprietorship Limited Partnership _____
 Partnership Corporation (Cooperative)

Number of Employees: Total: 8 Full-Time: 2 Part-Time: 6
Property Owner(s): Judy Otto

Number of years in businesses in Belle Plaine: 40

Project Description:

Briefly describe the nature of the project: Replacement of worn window and door awnings

Approximate Amount Requested: \$1500

Attach copies of all quotes/estimates for proposed work

Funds to be used for: Awning Replacement

Is the proposed building a conforming use or legal non-conforming use under the City of Belle Plaine's Zoning Ordinance? Yes No

What is the estimated completion date for the project?: _____

I have read, understand, and agree to comply with the Policy for the Façade Improvement Loan Program of the Belle Plaine Economic Development Authority and the City of Belle Plaine.

Judy Otto
Applicant Signature

Judy Otto
Applicant Name (printed)

Judy Otto
Property Owner Signature

Property Owner Signature
9-28-20
Date

For Office Use Only:	
Invoice submitted: _____	
Reviewed by: _____	
Approved: _____	Amount: _____
Denied: _____	



"A History of Excellence A Lifetime of Quality"

Tom Otto
Borough Bowl
235 South Ash Street
Belle Plaine, Minnesota 56011

September 25, 2020

RE:
Recover existing awnings

Tom,
Thank you for contacting Hoigaards for your awning replacement needs.
Hoigaards has been designing, fabricating, and installing awnings and canopies since 1895.
I am confident that we will exceed your expectations on this project.
Find pricing below.

Recover 8 awning frames, 1 gable canopy-----\$4,775.

The above price will include:
All needed field measures and surveys.
Removal of the existing covers.
New SUNBRELLA 100% fabric covers-color of choice.
Installation by Hoigaards.

Permits are not required to recover awnings.
Allow approx. 4 weeks delivery from the date of order.
½ deposit due at the date of order.
Feel free to call with any questions.

Contact me via email to proceed with your order.

Thank you again for the opportunity,

Michael Aker
612-751-5100

Jockey Red
mika maker@hoigaardsawnings.com



Sunbrella® Awning / Marine
46" Slate 4684-0000

This Drawing is for presentation purposes only!

The representation of the awning on this page is for illustrative purposes only and may not accurately reflect the actual size, color, location specifications, or other attributes of the awning. Hoigaards Custom Canvas and Awnings shall not be responsible or liable for any discrepancy whatsoever between any aspects of the awning as represented herein and the actual awning itself.

If graphics are being proposed you will be required to sign off on a graphic approval form (this will be a scaled drawing)

Hoigaards
Since 1895
Custom Canvas & Awnings

835 Hwy 169 N. Plymouth, MN 55441
952-934-8252 www.hoigaardsawnings.com

Salesman		Mike Aker		Art.(Prep. & Date)		10-06-2020	
APPROVED AS IS: REVISE & RESUBMIT:	KIND OF AWNING		SIZE OF AWNING			<input checked="" type="checkbox"/> ENT B	
	Stationary Awning		HEIGHT	PROJECTION	WIDTH		
	Rendering						

CUSTOMER:

Borough Bowl

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	
Re-roofing	\$5:\$1	The City/EDA recognizes building maintenance & beautification efforts are valuable. As such major maintenance & landscaping projects are eligible for program funds.
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

**BELLE PLAINE ECONOMIC DEVELOPMENT AUTHORITY
RESOLUTION NO. 20-007**

**RESOLUTION APPROVING TERMS OF A ROSE PROGRAM LOAN TO JUDY OTTO
(BOROUGH BOWL) 235 ASH STREET SOUTH**

BE IT RESOLVED BY the Board of Commissioners (the "Board") of the Belle Plaine Economic Development Authority (the "Authority"), as follows:

1. Façade Improvement Loan Program. The City and the Belle Plaine Economic Development Authority (the "EDA") previously approved the EDA's Restoration, Opportunity, Sustainability, and Enterprise (ROSE) Program which provides financial support for improvements to commercial properties in our community, and which is administered by the EDA.

2. Request for Loan. Judy Otto, Borough Bowl (Property Owner) the "Applicant" has requested a 2020 ROSE loan in the amount of one thousand five hundred dollars (the "Loan") in order to finance façade improvements at 235 Ash Street South (the "Property") consisting of re-covering of awning structures on the south exterior façade.

3. Proposed Terms of Loan. The Loan is to be made from the EDA's Façade Improvement Loan Program in the amount of \$1,500.00 for calendar year 2020. Said loan shall be forgiven provided that the Borrower remains in business on the Property for at least one year following the disbursement of the Loan or transfers ownership of the business to another entity that maintains the business in the improved building for at least one year following disbursement of the Loan. The obligation of the Borrower to repay the Loan in the event that any portion of the principal amount of the Loan is not forgiven will be evidenced by a Promissory Note (the "Note") to be delivered by the Borrower.

4. Board Approval. The Board hereby approves the Loan proposed to be provided to the Borrower contingent on:

- a. Execution of a promissory note by the Applicant and the Property Owner.
- b. Submittal (to the office of the Community Development Director) of valid invoices for materials and/or from a licensed contractor relating to the façade update.

5. Promissory Note. The Board has had an opportunity to review the Note to be executed by the Borrower. The Board hereby approves the form of Note.

6. Effective Date. This resolution shall be effective as of the date hereof.

Approved by the Board of Commissioners of the Belle Plaine Economic Development Authority this 10th day of October, 2020.

BELLE PLAINE ECONOMIC
DEVELOPMENT AUTHORITY

Rick Krant, EDA President

ATTEST

Cynthia Smith Strack, Community Development Director



MEMORANDUM

DATE: October 12, 2020
TO: Chairperson Krant, EDA Members, and Administrator Meyer
FROM: Cynthia Smith Strack, Community Development Director
RE: Item 5.3 ROSE Loan – 204 Meridian Street North – Lisa Fahey Agency

REQUEST: Approval of ROSE Loan

GENERAL INFORMATION

Lisa Fahey owner of Fahey Limited Partnership and the Lisa Fahey Agency has applied for a ROSE loan to assist with re-covering of an existing awning and repainting of trim at 204 Meridian Street North. Fahey is expected to attend the EDA meeting and the application is attached.

The Applicant represents replacement awning and trim will be the same color as existing.

ROSE loan policy standards allow for a 50% match (\$1 owner/\$1 grant) for awning re-covering and a 20% match (\$5 owner/\$1 grant) for repainting. Please find a ROSE loan project match matrix attached along with bids from Acme Awning and Nick Slavik, contractors for the project. Awning bid is \$1,565.00, corresponding to a 50% match of \$782.50. Repainting bid is \$1,004.25, corresponding to a 20% match of \$200.85. Total requested grant amount is \$983.35. Staff recommends rounding up to \$1,000.00

ACTION

The EDA is to consider the ROSE loan request. The EDA included \$10,000 for 2020 ROSE loan projects. If the previous two agenda items are approved, a total of \$6,175.00 will have been approved to date. If this application is approved, then \$2,825.00 would remain. A resolution approving/denying the request is attached.

REPORT ATTACHMENTS

- Loan application, contractor estimate for awning re-cover and trim repainting.
- ROSE Loan Matrix
- Sample Resolution EDA 20-008 Approving/Denying ROSE Loan

**BELLE PLAINE ECONOMIC DEVELOPMENT AUTHORITY
RESTORATION, OPPORTUNITY, SUSTAINABILITY AND ENTERPRISE (ROSE) PROGRAM
APPLICATION FOR FUNDS**

Company Information:

Name of Business: Lisa Fahey Agency

Current Address: 204 N Meridian Street

Telephone: 952 292 5188 E-mail lisa.fahey@speakercompany.com

Primary Contact Person: Lisa Fahey

Title: Owner

Telephone: 952 292 5188

Nature of Business: Insurance Agency
Chamber of Commerce, festivals & events

Form of Business Organization:

- | | | |
|---|--|--------------------------------------|
| <input type="checkbox"/> CD Purchaser | <input type="checkbox"/> Tenant Operator | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Sole Proprietorship | <input type="checkbox"/> Limited Partnership | _____ |
| <input checked="" type="checkbox"/> Partnership | <input type="checkbox"/> Corporation (Cooperative) | |

Number of Employees: Total: _____ Full-Time: 1 Part-Time: 2

Property Owner(s): Lisa Martin Fahey

Number of years in businesses in Belle Plaine: 23

Project Description:

Briefly describe the nature of the project: new awning
paint exterior

Approximate Amount Requested: \$200.85 (repaint), \$782.50 (awning) - total \$983.35

Attach copies of all quotes/estimates for proposed work, at least two contractors shall submit quotes.

Funds to be used for: _____

Is the proposed building a conforming use or legal non-conforming use under the City of Belle Plaine's Zoning Ordinance? Yes No

What is the estimated completion date for the project?: 11/1/20

I have read, understand, and agree to comply with the Policy for the ROSE Loan Program of the Belle Plaine Economic Development Authority and the City of Belle Plaine.



Applicant Signature
LISA FAHEY

Applicant Name (printed)



Property Owner Signature
LISA FAHEY

Property Owner Signature
9/29/20

Date

For Office Use Only:	
<input type="checkbox"/> Reviewed by: _____ Approved: _____ Denied: _____	<input type="checkbox"/> Invoice submitted: _____ Amount: _____ Date Paid: _____
<input type="checkbox"/> Reviewed by Design Committee Approved: _____ Denied: _____	



Client: Lisa Fahey
Phone: 952-292-5188
Address: 204 N Meridian St, Belle Plaine, MN 56011
Email: lisa.fahey71@icloud.com
Source: Web Search
Date: 02 Oct 20

Exterior Estimate

Project	Item	Notes	Total
Exterior of Office	Trim	Does not include sign - includes window, corner, top and bottom trim Scrape loose paint, spot prime bare wood and apply 2 coats, 1 color	\$975

5% addd to estimate for each 6 months past creation date

See attached information sheet for processes, coating information, methods and color information

Material & Labor Included - Unless Specified

All estimates and virtual estimates are subject to change based on full site verification, final scope of work and color selection/placement

Thank You For Your Trust!

Payment due 7 days from completion

Subtotal	\$	975.00
Credit Card Fee 3%	\$	29.25
Total	\$	1,004.25



AWNING

www.AcmeAwning.com

3206 BLOOMINGTON AVENUE—MINNEAPOLIS, MN 55407—PHONE (612)722-2731—FAX

Proposal Submitted To	Work To Be Performed At
Name <u>Lisa Fahey</u>	Street <u>204 North Meridian</u>
Street <u>PO Box 39</u>	City <u>Belle Plaine</u> State <u>MN</u> Zip <u>56011</u>
City <u>Belle Plaine</u> State <u>MN</u> Zip <u>56011</u>	City <u>Belle Plaine</u> State <u>MN</u> Zip <u>56011</u>
<u>952-873-5665</u>	<u>09-29-20</u>
	<u>lisa.fahey@speikercompany.com</u>

Recover existing welded frame stationary awning.

Traditional Style A - Soft Valance.

1 - 1' 8" tall x 3' projection x 25' wide \$1,100.00

Choice of standard Sunbrella cover (existing = #4640 Black Cherry).

Optional Valance Stencil #30 Off White. add \$465.00

Total \$1,565.00

Permits extra.

50% Deposit Required

Respectfully submitted by Acme Awning Company

Per Brian Kelly bkelly@AcmeAwning.com

ACCEPTANCE OF PROPOSAL

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Date _____ Signature _____

1. We hereby propose to furnish the materials and perform the labor necessary for completion of description above.
2. Any alteration or deviation from the above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance upon above work. Workmen's Compensation and Public Liability insurance on and above work to be taken out by Acme Awning.
3. All material is guaranteed to be as specified, above work to be performed in accordance with the drawings and specifications submitted and completed in a substantial workmanlike manner.
4. This proposal may be withdrawn by us if not accepted within 30 days.
5. Retention of Title: Acme Awning Company owns the awnings until full payment is received

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	
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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	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.
Changing of awnings due to tenant or occupancy change	May constitute ≤ 50% of local match	
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	The City/EDA finds these types of activities are not appropriate for investment under the restoration, opportunity, sustainability, and enterprise grant program.
Sweat equity	Not eligible for 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

Lisa Fahey
AGENCY

Belle Plaine
CHAMBER OF
COMMERCE



LISA FAHEY
AGENCY

ALTO • HOME • FARM • COMMERCIAL • LIFE • HEALTH



Belle Plaine
CHAMBER OF COMMERCE
FESTIVALS & EVENTS

**BELLE PLAINE ECONOMIC DEVELOPMENT AUTHORITY
RESOLUTION NO. 20-008**

**RESOLUTION APPROVING TERMS OF A ROSE PROGRAM LOAN TO LISA C. FAHEY,
FAHEY LIMITED PARTNERSHIP (LISA FAHEY AGENCY) 204 MERIDIAN STREET NORTH**

BE IT RESOLVED BY the Board of Commissioners (the "Board") of the Belle Plaine Economic Development Authority (the "Authority"), as follows:

1. Façade Improvement Loan Program. The City and the Belle Plaine Economic Development Authority (the "EDA") previously approved the EDA's Restoration, Opportunity, Sustainability, and Enterprise (ROSE) Program which provides financial support for improvements to commercial properties in our community, and which is administered by the EDA.

2. Request for Loan. Lisa C. Fahey, Fahey Limited Partnership (Lisa Fahey Agency) the Property Owner and the "Applicant" has requested a 2020 ROSE loan in the amount of one thousand dollars (the "Loan") in order to finance façade improvements at 204 Meridian Street North (the "Property") consisting of re-covering of an awning and repainting of trim on the storefront exterior façade.

3. Proposed Terms of Loan. The Loan is to be made from the EDA's Façade Improvement Loan Program in the amount of \$1,000.00 for calendar year 2020. Said loan shall be forgiven provided that the Borrower remains in business on the Property for at least one year following the disbursement of the Loan or transfers ownership of the business to another entity that maintains the business in the improved building for at least one year following disbursement of the Loan. The obligation of the Borrower to repay the Loan in the event that any portion of the principal amount of the Loan is not forgiven will be evidenced by a Promissory Note (the "Note") to be delivered by the Borrower.

4. Board Approval. The Board hereby approves the Loan proposed to be provided to the Borrower contingent on:

- a. Execution of a promissory note by the Applicant and the Property Owner.
- b. Submittal (to the office of the Community Development Director) of valid invoices for materials and/or from a licensed contractor relating to the façade update.

5. Promissory Note. The Board has had an opportunity to review the Note to be executed by the Borrower. The Board hereby approves the form of Note.

6. Effective Date. This resolution shall be effective as of the date hereof.

Approved by the Board of Commissioners of the Belle Plaine Economic Development Authority this 10th day of October, 2020.

BELLE PLAINE ECONOMIC
DEVELOPMENT AUTHORITY

Rick Krant, EDA President

ATTEST

Cynthia Smith Strack, Community Development Director



MEMORANDUM

DATE: October 12, 2020
TO: Chairperson Krant, EDA Members, and Administrator Meyer
FROM: Cynthia Smith Strack, Community Development Director
RE: Item 5.4 Web Presence Loan – 129 Meridian Street North – Salon 129

REQUEST: Approval of Web Presence Loan

GENERAL INFORMATION

Michele McLellan, owner of Salon 129 has applied for a Web Presence loan to assist with a wholesale update of a business website through the Web Presence Program created by the EDA/City Council earlier this year. The City supports a robust online presence for Belle Plaine businesses. The Web Presence grant program provides matching grants for website creation or updating.

Please find attached an application and a quote from Lime Valley Advertising for the updating of McLellan's website. Total project cost is \$650, corresponding to a forgivable loan in the amount of \$325.00. The Web Presence Program is funded through the EDA projects line item, the same funding source for ROSE loans.

ACTION

The EDA is to consider the Web Presence loan request. The EDA included \$10,000 for 2020 budget for loan projects. An estimated \$2,825.00 remains in the programs fund. If this application is approved, then \$2,300.00 would remain. A resolution approving/denying the request is attached.

REPORT ATTACHMENTS

- Loan application, contractor estimate.
- Sample Resolution EDA 20-009 Approving/Denying Web Presence Loan

BELLE PLAINE ECONOMIC DEVELOPMENT AUTHORITY
WEB PRESENCE LOAN PROGRAM
APPLICATION FOR FUNDS

- 1. Name of Business: Salon 129
- 2. Current Storefront Address: 129 North Meridian St
- 3. Name of Business Owner: Michele McLellan
- 4. Title of Business Owner: President
- 5. Business Owner Cell: 952 210 9441
- 6. Business Owner E-mail: MLELL52@FRONTIERNET.NET
- 7. Loan amount requested (matching, maximum \$1,500): _____
- 8. Names & addresses of all other individuals owning 20% or more of company:
JOHN MCLELLAN

- 9. Briefly describe what the funds will be used for: WEB DESIGN &
ENHANCING WEB PRESENCES

10. Please attach the following:

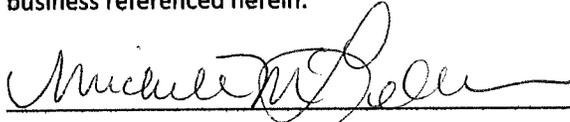
Proof your business is in good standing with the Secretary of State's Office. (Go to the Secretary of State's Business Filings Page [https://mblsportal.sos.state.mn.us/Business/Search], enter your business name, select "details" on the tab by your business name in the search results. Print the page or save a screen shot). If you do not have a computer available, please provide the exact name of your company here: _____

A proposal for services from a City approved vendor including, at a minimum:

- A. A description of the proposed activity,
- B. A proposed project timeline,
- C. Total project cost, and
- D. Evidence the project is moving forward

Please attach a written narrative expressing why the business is requesting the funds and plans for enhancing web presences and/or e-commerce.

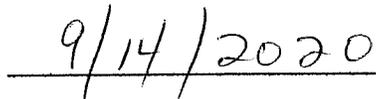
I certify I have read, understand, and agree to comply with the policy for the Web Presence Loan Program of the Belle Plaine Economic Development Authority and the City of Belle Plaine. I also certify the information included and attached hereto is factual and that I am the authorized signatory for the business referenced herein.



Authorized Business Signature



Name (printed)



Date

For Office Use Only: Reviewed on: _____ Approved: _____ Loan Amount Approved: _____ Denied: _____
--

Business Record Details »

Minnesota Business Name

Salon 129, Inc.

Business Type

Business Corporation (Domestic)

MN Statute

302A

File Number

10Y-855

Home Jurisdiction

Minnesota

Filing Date

01/03/2000

Status

Active / In Good Standing

Renewal Due Date

12/31/2021

Registered Office Address

21366 Park Blvd
Jordan, MN 55352
USA

Number of Shares

100,000

Registered Agent(s)

(Optional) Currently No Agent

Chief Executive Officer

Michele M McLellen
21366 Park Blvd
Jordan, MN 55352
USA

Principal Executive Office Address

21366 Park Blvd
Jordan, MN 55352
USA

[Filing History](#)

Filing History

Select the Item(s) you would like to order:

<input type="checkbox"/>	Filing Date	Filing	Effective Date
<input type="checkbox"/>	01/03/2000	Original Filing - Business Corporation (Domestic) (Business Name: Salon 129, Inc.)	

Salon 129.
129 N. Meridian St.
Belle Plaine, Mn 56011

Sept. 14, 2020

Web exposure is almost mandatory for a business. It is certainly necessary during the difficult times associated with Covid 19.

Salon 129 has an existing web page, but is quite outdated. It's needs to be refreshed with a modern design. The information on the existing web page is incorrect because of changes. Salon 129 will require a firm to redesign the website.

Salon 129's revenue has been greatly reduced due to the Covid 19 impact. A grant for web design would considerably help with the expense.

Sincerely,

Michelle McFellau
owner of Salon 129

Review & Recommendation for: Website Redesign & Platform Upgrade

An Assessment Prepared for:
Salon 129

August 27, 2020

This assessment has been specifically prepared and contains materials and information that that are considered confidential, proprietary. The distribution of this document is limited solely to Salon 129 and employees either actively involved in the evaluation and selection of the entity to conduct this assignment or those who will be involved with the program described herein. Information provided is intended for general planning purposes only.

Website Overview

Salon 129, located in Belle Plaine, MN, currently has a very basic web presence. The site consists of 5 pages however, one is currently not linking.

The purpose of this proposal is to recommend a redesign and reprogram the site using a Weebly Content Management System (CMS), which will allow for easy client-side updating like adding new text and photos. By incorporating more photos and a modern design, the website will better reflect the products and services offered at Salon 129.

The site's redesign will also incorporate a responsive theme. The new theme will include functionality so the site responds to the size of the visitor's browser (mobile phone, tablet, etc.)

Project Recommendations

1. Reflect **sophistication and credibility** with the overall design. Adhere to current web design best practices. A Weebly theme will be selected as a starting point.
2. Employ a new **intuitive navigation system** to improve the functionality. The new site will only **consist of one page**, with programming functionality that when a visitor clicks a menu item it will “scroll” them down to that section. For example: click “tanning services” it will scroll the user to the “tanning services” section.
3. Incorporate **Weebly Content Management System (CMS)**. The features and benefits of Weebly are displayed on page 4.
4. **Responsive programming** – website will adjust to the size of the visitor’s browser (mobile, tablet, desktop).
5. Include basic **SEO best practices in copy, page titles and page meta descriptions** – this enhances the position of the website in search engines.
6. Improve **Social Media presence & interactivity**. Facebook (if applicable) should be integrated into site, with sharing/liking/etc. options.
7. **Website content** (text and photos) to be supplied by the client.
8. Make the site **accessible to all visitors**. This will be done by following the guidelines set out by the Americans with Disabilities Act (ADA) for websites.
9. **Optional Content Management System training**: training to include written training materials created specifically for and tailored to client’s website.

Measuring Results

Incorporate Google Analytics code on all pages. Google Analytics can help track return on your investment for your online marketing offering information about user behavior that can be critical. Benefits include:

- Measure website performance (visitors, traffic, page views)
- See if your marketing efforts are working
- Determine which type of content to create or products to list on your website
- Divide users into different segments (age, gender, country, device, etc.)
- Optimize website pages to boost conversions

Summary of Weebly Features and Benefits

Updates Can Be Made by Anyone, Anywhere

Weebly websites do not require software as they are hosted completely online. This means anyone with a computer and Internet access can log into the CMS to make updates.

Modern Design

A Weebly design will incorporate modern functionality, in particular, the website's drop-down menus, homepage features (slideshow, changeable content areas), and photo galleries.

More Website Features are Editable

Content on a Weebly website is easily editable, and not locked or unchangeable.

Geared Towards Non-Technical Authors

A Weebly website comes with a built-in drag-n-drop visual editor. This means authors do not need to know HTML in order to change a web page's text colors and size, insert and update images or video, etc. It also helps maintain page consistency for looks and programming.

Saves Money & Time, Easier to Keep Site Up-to-Date & Accurate

The ease of use of a Weebly means quick, regular and accurate updates can be made internally. (Note: If preferred, the agency can still perform updates as necessary. A Weebly website typically allows for a quicker turnaround on updates than other websites.)

Helps with SEO

Many SEO features are built-in to a Weebly website. Additionally, the more a website changes and is updated, the more the search engines will take note of it and rank it higher.

Hosting and Security

Weebly takes security very seriously, by promoting strong passwords and offering SSL encryption on all plans. You won't have to worry about performing your own security updates, as the company will handle rolling those out as needed. Weebly also releases new features from time to time to enhance the capabilities of the platform. Weebly provides exceptional site speed and reliability.

Estimate of Costs for Budget Planning

Account Services , project planning, coordination, proofing	\$ 100
Creative Services , art direction, graphic design	\$ 200
Programming Services , programming, populating	\$ 150
Programming Services , responsive coding/testing	\$ 50
Programming Services , launch site, testing	\$ 50
Hosting Transfer (weebly.com)	\$ 100
Estimated Project Cost	\$ 650

Hosting fees (weebly.com)

Hosting packages available, see below:

Personal	=	\$6/month (site will have small Weebly branding in footer)
Professional	=	\$16/month (no Weebly branding)

Optional Services/Fees:

CMS Training	\$ 150
--------------	--------

Note: Any stock photography or agency photography services used in project concepts, design mock-ups, final product will be billed in addition to these estimated costs.

Browser compatibility: Website to be developed to work with and tested on the most popular, supported web browsers. These browsers are Microsoft Edge, Mozilla Firefox, Google Chrome, and Safari, which encompass 95-97% of USA Internet users (May 2018). Browsers are tested on PC (desktop), Mac (desktop), tablet (iPad), and phone (Android and iPhone) devices.

BELLE PLAINE BUSINESS WEB PRESENCE LOAN PROGRAM

PURPOSE

The Belle Plaine Business Web Presence Loan Program assists businesses with establishing or fortifying an online presence. The City of Belle Plaine recognizes the need for more businesses to expand their online reach. The City has developed this program in recognition of the fact that expanding online reach can be costly but is also necessary. The City wants to encourage businesses to enhance e-commerce as a means of strengthening revenue profiles and meeting customer expectations.

This program will provide a matching forgivable loan not to exceed \$1,500 which can be used for website development and/or enhancement of e-commerce activities. Businesses must have a storefront presence (i.e. be a brick and mortar establishment) in the City of Belle Plaine.

PROGRAM ELIGIBILITY

1. The business the online presence refers to must have and retain a brick and mortar presence in the City of Belle Plaine throughout the duration of the loan.
2. Businesses must work with a City-approved vendor to create a business website, enhance an existing business website, or otherwise enhance e-commerce activities.

APPLICATION & PROCESS

1. Application. Loan applications are to be on a form provided by the City. At a minimum the application shall include:
 - A. Business name, type of business, and operating address.
 - B. Names, addresses, contact number, and signatures of all business owners.
 - C. Loan amount requested.
 - D. A proposal for services from a City approved vendor including, at a minimum (1) a description of the proposed activity, a proposed timeline, total project cost, and evidence the project is moving forward.
 - E. Proof from the Minnesota Secretary of State's Office the business is in good standing.
 - F. A narrative expressing why the business is requesting the funds and plans for enhancing web presences and/or e-commerce.
2. Loan Review Process. The loan review process shall be as follows:
 - A. Loans shall be reviewed upon receipt. Staff shall review the application and make a recommendation to the City Council. The City Council shall act on the loan request.
 - B. Applicant's receiving loans will be notified in writing.
 - C. Loans shall be secured by a promissory note. Loan recipients shall agree to repay any remaining portion of the loan if the business does not retain a storefront presence in the City for a duration of twelve months after loan issuance.
 - D. Loans are forgivable at a rate of 1/12th of the loan per month starting on the date of issuance.
 - E. Loans are at zero interest.

BELLE PLAINE ECONOMIC DEVELOPMENT AUTHORITY
WEB PRESENCE LOAN PROGRAM
APPLICATION FOR FUNDS

1. Name of Business: _____
2. Current Storefront Address: _____
3. Name of Business Owner: _____
4. Title of Business Owner: _____
5. Business Owner Cell: _____
6. Business Owner E-mail: _____
7. Loan amount requested (matching, maximum \$1,500): _____
8. Names & addresses of all other individuals owning 20% or more of company:

9. Briefly describe what the funds will be used for: _____

10. Please attach the following:

Proof your business is in good standing with the Secretary of State's Office. (Go to the [Secretary of State's Business Filings Page \[https://mblsportal.sos.state.mn.us/Business/Search\]](https://mblsportal.sos.state.mn.us/Business/Search), enter your business name, select "details" on the tab by your business name in the search results. Print the page or save a screen shot). If you do not have a computer available, please provide the exact name of your company here: _____

A proposal for services from a City approved vendor including, at a minimum:

- A. A description of the proposed activity,
- B. A proposed project timeline,
- C. Total project cost, and
- D. Evidence the project is moving forward

Please attach a written narrative expressing why the business is requesting the funds and plans for enhancing web presences and/or e-commerce.

I certify I have read, understand, and agree to comply with the policy for the Web Presence Loan Program of the Belle Plaine Economic Development Authority and the City of Belle Plaine. I also certify the information included and attached hereto is factual and that I am the authorized signatory for the business referenced herein.

Authorized Business Signature

Name (printed)

Date

For Office Use Only: Reviewed on: _____ Approved: _____ Loan Amount Approved: _____ Denied: _____
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**BELLE PLAINE ECONOMIC DEVELOPMENT AUTHORITY
RESOLUTION NO. 20-009**

**RESOLUTION APPROVING TERMS OF A WEB PRESENCE PROGRAM LOAN TO
MICHELE MCLELLAN, SALON 129, FOR BUSINESS WEBSITE UPDATE**

BE IT RESOLVED BY the Board of Commissioners (the "Board") of the Belle Plaine Economic Development Authority (the "Authority"), as follows:

1. Web Presence Loan Program. The City and the Belle Plaine Economic Development Authority (the "EDA") previously approved the Belle Plaine Business Web Presence Loan Program assists businesses with establishing or fortifying an online presence.

2. Request for Loan. Michele McLellan, Salon 129 the "Applicant" has requested a 2020 Web Presence loan in the amount of three-hundred twenty-five dollars (the "Loan") in order to finance a website update for the business at 129 Meridian Street North (the "Property") consisting of the re-design and re-program of a business website for Salon 129.

3. Proposed Terms of Loan. The Loan is to be made from the EDA's Web Presence Program in the amount of \$325.00 for calendar year 2020. Said loan shall be forgiven provided that the Borrower remains in business on the Property for at least one year following the disbursement of the Loan or transfers ownership of the business to another entity that maintains the business in the improved building for at least one year following disbursement of the Loan. The obligation of the Borrower to repay the Loan in the event that any portion of the principal amount of the Loan is not forgiven will be evidenced by a Promissory Note (the "Note") to be delivered by the Borrower.

4. Board Approval. The Board hereby approves the Loan proposed to be provided to the Borrower contingent on:

- a. Execution of a promissory note by the Applicant and the Property Owner.
- b. Submittal (to the office of the Community Development Director) of valid invoices relating to the website redesign/reprogram.

5. Promissory Note. The Board has had an opportunity to review the Note to be executed by the Borrower. The Board hereby approves the form of Note.

6. Effective Date. This resolution shall be effective as of the date hereof.

Approved by the Board of Commissioners of the Belle Plaine Economic Development Authority this 10th day of October, 2020.

BELLE PLAINE ECONOMIC
DEVELOPMENT AUTHORITY

Rick Krant, EDA President

ATTEST

Cynthia Smith Strack, Community Development Director



MEMORANDUM

DATE: October 12, 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 October.

Planning Commission

The PC will meet at 6:30 on October 12th. Agenda items include review of a draft floodplain ordinance update and discussion pertaining to updating the Official Zoning Map to be consistent with Destination 2040.

Other

- CARES Act grant program administration.
- Zoning information to three developers.
- Floodplain code update.
- Special meeting coordination.
- CUP review/processing.
- Processing code amendment – metal exterior materials.
- Provide site information to two businesses.
- Alley research.
- Code compliance issues processed.
- Research properties available for sale.