



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

MONDAY, OCTOBER 14, 2019
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 9, 2019.

4. TREASURERS REPORT.

4.1. Approval of Bills.

5. BUSINESS.

5.1. Recommendation – Submittal of Small Cities Development Program Grant Pre-Application.

5.2. Discussion: 2020 Scott County Economic Development Incentive Program.

6. ADMINISTRATIVE REPORTS.

6.1. Commissioner Comments.

6.2. Director's Update.

6.3. Upcoming Meetings.

1. Regular Session, 5:00 pm, **Tuesday, November 12**, 2019.

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 9, 2019**

PLEDGE OF ALLEGIANCE.

President Krant led those present in the Pledge of Allegiance.

1. CALL TO ORDER. 1.1. Roll Call.

The Belle Plaine Economic Development Authority met in Regular Session at 5:01 PM on Monday, September 9, 2019 at City Hall, 218 North Meridian Street, Belle Plaine, MN. Commissioner Krant called the meeting to order with Commissioner Fahey, Coleman, Pankonin, Coop and Meyer present.

Also present was Community Development Director Smith Strack and City Administrator Meyer.

2. APPROVAL OF AGENDA.

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

3. APPROVAL OF MINUTES. 3.1. Regular Session Minutes of August 12, 2019.

MOTION by Commissioner Meyer, second by Commissioner Coop, to Regular Session Minutes of August 12, 2019. ALL VOTED AYE. MOTION CARRIED.

4. TREASURERS REPORT.

4.1. Approval of Bills.

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

5. BUSINESS.

5.1. Resolution 19-04 Resolution Recommending the Adoption of a Development Program for Municipal Development District No. 3 and a Tax Increment Financing Plan for Tax Increment Financing District No. 3-1.

Community Development Director Smith Strack explained Troy Schrom of Schrom Construction is the developer of Belle Court Apartments a 72 unit multiple family housing development. Smith Strack noted the EDA is to consider the development program and TIF plan and make a recommendation to the City Council pertaining thereto. Smith Strack presented a brief slideshow noting the proposed use, zoning, of the property, building, fire, accessibility or any other code, and individuals who may or may not live in the apartments, and a TIF contract were not to be addressed. What was to be addressed was a proposed development program and proposed TIF plan. Smith Strack explained the establishment of a development program is a statutory requirement for participating in any development using tax increment. The proposed development district included the entire City limits. Smith Strack explained the development program includes a map illustrating the area contained within the development district; general narrative of City's rational/purpose for creating district; not specific to a particular development or type of TIF district. Smith Strack explained the TIF plan includes: (1) the type of district being created in this case a housing district & statutory requirements of the district; (2) boundaries of the district i.e. where taxes are being 'captured', in this case Lot 7, Block 2 Oak Village; (3) a description of development i.e. two 36 unit apartments; 20% income qualified; (4) taxes currently paid in district; projected taxes generated post development; and, (5) potential impact on other taxing jurisdictions.

Commissioner Coleman inquired on a misprint on the map of the finance district. Community Development Director noted the change will be made. Mayor Meyer inquired if other projects can be done in this new district. Smith Strack confirmed as long as the district has active programs.

MOTION by Commissioner Coop, second by Commissioner Pankonin, to approve Resolution 19-04 Resolution Recommending the Adoption of a Development Program for Municipal Development District No. 3 and a Tax Increment Financing Plan for Tax Increment Financing District No. 3-1. ALL VOTED AYE. MOTION CARRIED.

5.2. Discussion: 2020 Scott County Economic Development Incentive Program.

Community Development Director Smith Strack explained Scott County Community Development Agency has \$350,000.00 in matching Economic Development Incentive grant dollars available for the 2020 cycle. Smith Strack noted applications are due November 1, 2019. Smith Strack explained the City has applied and received funds in the past. Smith Strack explained the two grant types as Corridor Readiness and Technical Assistance. Smith Strack explained the corridor readiness grants can be used for activities directly related to a development/redevelopment project to be developed as part of an overall development or redevelopment plan. Smith Strack noted the maximum per project grant is \$100,000.00. Corridor grants require a 33% local match. Smith Strack explained the Technical Assistance grant can be used for projects that enhance economic development activities with the goal of achieving new job creation in Scott County. Smith Strack noted eligible activities include: local or regional marketing programs; creation of local business subsidy/development incentive programs; completion of studies necessary to promote and enhance economic development opportunities; local business surveys; and local incubator /accelerator programs. Smith Strack noted the past grant funds received by the City/EDA.

Commissioner Meyer inquired if funds could be utilized for the proposed County Road 3 round-a-bout. Community Development Director Smith Strack confirmed funds could be used for studies or appraisals for acquisition but not cost of property acquisition or construction. Discussion commenced regarding what other kinds of projects would qualify. Coleman inquired as to whether or not grant funds could assist with SCDP revitalization grant projects, should the City be successful in securing a grant. Strack indicated the grant could not be used to pay for construction activities but could potentially help with administration. Pankonin inquired as to whether or not the grant program could assist with development of marketing materials highlighting traffic counts, residents, employment, etc. Strack confirmed a technical assistance grant could potentially assist. Meyer inquired as to whether or not a grant could support development of design and specifications for Downtown improvement project with streetscaping. Strack confirmed it was her understanding a grant could assist. It was the consensus of the Commission to move forward with investigation of a grant submittal related to Downtown improvements and/or CSAH 3 roundabout. Smith Strack explained further discussion will be held at the October 14 meeting, prior to submittal.

6. ADMINISTRATIVE REPORTS.

6.1. Commissioner Comments.

Commissioner Pankonin inquired about directional signage and suggested a donation from the chamber to purchase. Commissioner Meyer explained the process for directional signage called wayfinding has been in the works and applications with the county are in the works. City Administrator Meyer commented the application was approved this afternoon.

6.2. Director's Update.

Community Development Director Smith Strack highlighted the director's report. Smith Strack noted the two informational meetings for Wednesday, September 11 on the small cities grant funding.

Commissioner Meyer requested a status update on Jane Properties. Community Development Director Smith Strack explained the City has seen no movement on the project. Smith Strack noted the City has

approved the project and is waiting on the property owner to put the roadway in as part of the agreement between the City and the developer. Smith Strack noted her continued communication with both Dollar General and Casey's. Meyer inquired on Scott Schmidt's proposal. Smith Strack explained the building plans are in the review process.

6.3. Upcoming Meetings.

1. Regular Session, 5:00 pm, Monday, October 14, 2019.

Commissioners were reminded of upcoming meetings as listed.

7. ADJOURNMENT OF REGULAR SESSION.

MOTION by Commissioner Coop, second by Commissioner Pankonin, to adjourn the meeting at 5:26 PM.
ALL VOTED AYE. MOTION CARRIED.

Respectfully submitted,

Renee Eyrich
Recording Secretary



MEMORANDUM

DATE: October 14, 2019
TO: EDA President Krant, EDA Board Members, and Administrator Meyer
FROM: Cynthia Smith Strack, Community Development Director
RE: Item 3.1 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 2019

09/13/19 11:42 AM
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Act Code	Check Name	Amount	Comments
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FUND 801 ECONOMIC DEVELOPMENT AUTHORITY

DEPT 460500 DEVELOPMENT

801-460500-201000	SUEL PRINTING COMPANY	\$15.17	OFFICE SUPPLY - EDA
801-460500-202000	METRO SALES INCORPORATED	\$230.97	EDA - USAGE CONTRACT
801-460500-321000	FRONTIER COMMUNICATIONS	\$116.25	EDA - PHONE
801-460500-322000	PURCHASE POWER	\$90.80	AUG/SEP/OCT POSTAGE - EDA
801-460500-351000	BELLE PLAINE HERALD -	\$256.50	EDA - PUBLICATION MTING 9/1
		<u>\$709.69</u>	

*CLS
9-16-19*

DEPT 460500 DEVELOPMENT

FUND 801 ECONOMIC DEVELOPMENT AUTHORITY

\$709.69
\$709.69
 403 004 41

CITY OF BELLE PLAINE
AP DEPARTMENT APPROVAL
 OCTOBER 2019

10/04/19 9:49 AM
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Act Code	Check Name	Amount	Comments
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FUND 801 ECONOMIC DEVELOPMENT AUTHORITY

DEPT 460500 DEVELOPMENT

801-460500-108000	LISA FAHEY	\$120.00	2019 3RD QTR PER DIEM - EDA
801-460500-108000	CRYSTAL DOYLE	\$40.00	2019 3RD QTR PER DIEM - EDA
801-460500-108000	ASHTON PANKONIN	\$120.00	2019 3RD QTR PER DIEM - EDA
801-460500-108000	RICKY J KRANT	\$120.00	2019 3RD QTR PER DIEM - EDA
801-460500-108000	CARY G. COOP	\$80.00	2019 3RD QTR PER DIEM - EDA
801-460500-108000	RICHARD W COLEMAN	\$80.00	2019 3RD QTR PER DIEM - EDA
801-460500-108000	CHRISTOPHER MEYER	\$120.00	2019 3RD QTR PER DIEM - EDA
801-460500-131000	PATRICIA KRINGS	\$12.00	10/19 RETIREE INSURANCE - ED
801-460500-202000	OFFICE DEPOT, INC	\$4.50	EDA - COPY EXPENSE
801-460500-311000	BOLTON & MENK, INC	\$1,140.00	EDA - MN DEED SCDP GRANT

*CLS
10-4-19*

DEPT 460500 DEVELOPMENT

\$1,836.50



MEMORANDUM

DATE: October 14, 2019
TO: EDA President Krant, EDA Board Members, and Administrator Meyer
FROM: Cynthia Smith Strack, Community Development Director
RE: Item 5.1 Discussion Small Cities Development Program Application

GENERAL INFORMATION

The EDA has been discussing an application to DEED's Small Cities Development Program for a grant to assist with owner occupied and commercial rehabilitation in a defined target area. In July the Council, following EDA recommendation, authorized a contract with Chelsea Alger, Bolton Menk for grant services.

Since the July letters have been mailed to all property owners within the grant target areas, informational meetings with residents and commercial property owners have been held, and postcard follow-ups have been mailed. The purpose was to secure completed surveys to determine potential interest in a rehabilitation activity and potential number of qualifying parties with interest.

According to Alger, a grant request amount is typically based on funding 50% of the eligible, interested projects. Maximum SCDP grant program amount for owner occupied residential rehabilitation is \$25,000; commercial rehabilitation \$40,000.

As of the drafting of this memo:

- 28 qualified, interested surveys have been received from residents owning dwellings
- 16 interest surveys have been returned from downtown property owners

This level of interest corresponds to a potential pre-application grant request of \$575,000, which is based on approximately 15 residential projects and five commercial projects. If authorized, the actual pre-app could be modestly higher as grant surveys continue to be received. We are impressed with the response, especially from Downtown property owners. We continue to address potential entities (external) to support grant administration.

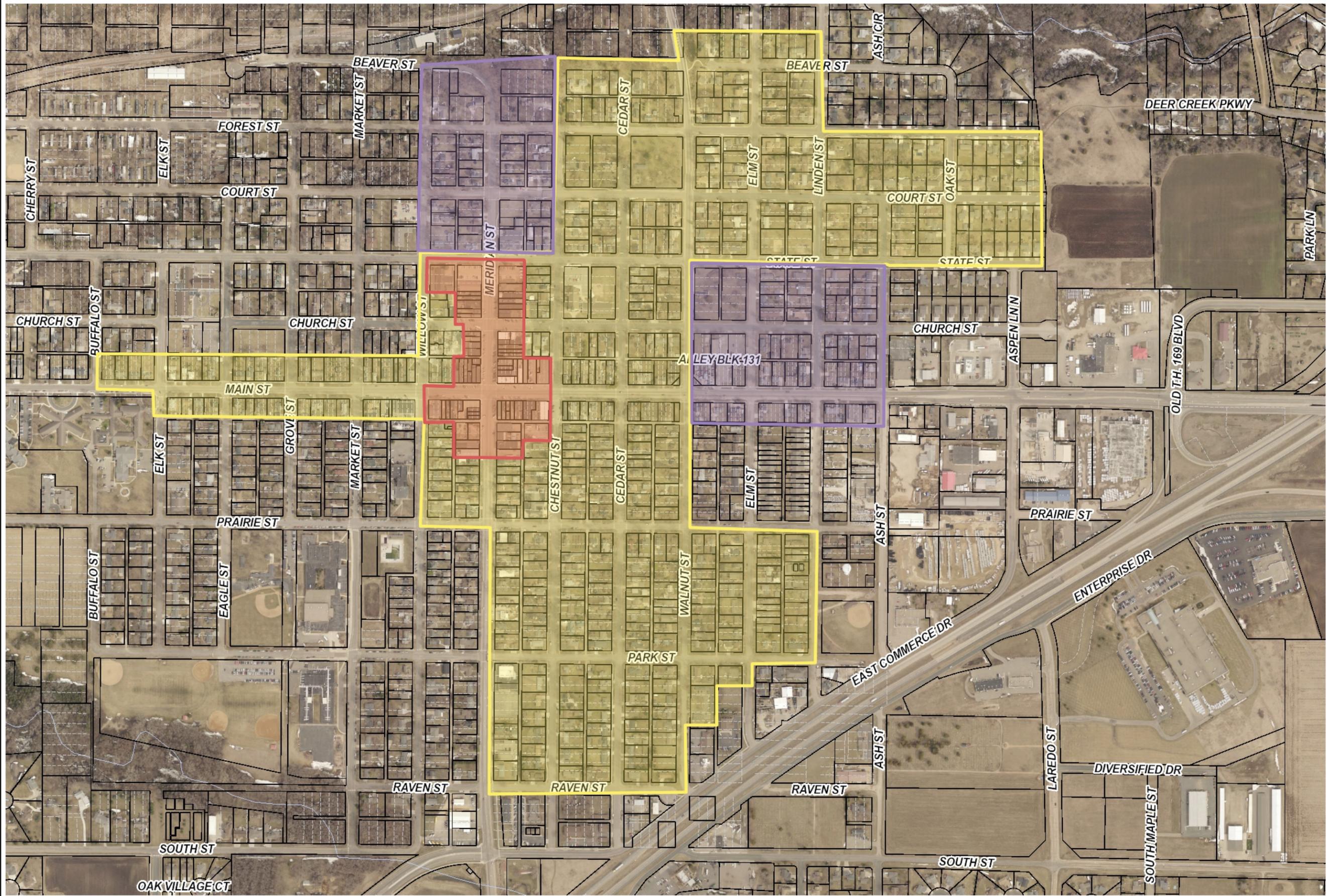
Attached is a proposed revised target area map reflecting slight adjustment in designation of 'primary' and 'secondary' target areas.

The Council will need to consider/take action to authorize submittal of pre-application at their November 4, 2019 meeting which is prior to the next EDA meeting. As such a recommendation by the EDA is requested.

Initial thoughts and comment on potential to maximize revitalization effort in Downtown are also welcomed.

ACTION

Provide a recommendation to City Council to authorize submittal for a comprehensive owner occupied residential and commercial rehabilitation pre-application to DEED's Small Cities Development Program.



Legend

- City Limits
- Parcels (5/7/2019)
- Lot Lines
- Minnesota River
- Protected Waters
- Public Water Basin
- Public Water Wetland
- Protected Waters - Watercourse
- Boundary
- Footprint
- Image**
- Red: Red
- Green: Green
- Blue: Blue

0 527 Feet

**Updated SCDP
Target Area Map**



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



MEMORANDUM

DATE: October 14, 2019
TO: EDA President Krant, EDA Board Members, and Administrator Meyer
FROM: Cynthia Smith Strack, Community Development Director
RE: Item 5.2 Discussion Scott County CDA EDI Grant Program

GENERAL INFORMATION

At the September meeting the EDA discussed the Scott County Community Development Agency (CDA) 2020 Economic Development Incentive (EDI) grant program request for proposals. Applications are due November 1, 2019.

At the September meeting the EDA discussed potential grant-eligible activities and reached consensus for staff to further investigate a grant to assist with development of plans and specifications pertaining to an improvement project in Downtown. Discussion of potential to apply for a grant to assist with the furthering plans for an eventual roundabout at CSAH 3 & Enterprise Drive also occurred.

The EDI program has two funding types/matches:

- Corridor readiness grants can be used for activities directly related to a development/redevelopment project in designated corridors. Maximum per project grant is \$100,000. Eligible projects must be completed by December 31, 2020 and a 33% local match is required.
- Technical assistance grants can be used for projects that enhance economic development activities and create new jobs. Maximum per project grant is \$25,000. Eligible projects must be completed by December 31, 2020 and a dollar for dollar match is needed.

Discussion with CDA staff indicates Downtown streets would likely be classified as 'technical assistance' verses 'corridor readiness', meaning a lower maximum project expense and higher local match. In addition, department heads have indicated discussions are still ongoing regarding potential improvement project in Downtown area and a grant may be premature.

The CDA did indicate an effort to define guidelines for a building permit incentive to increase take down rate of new residential lots and/or development of guidelines for financing trunk fees could be eligible for a technical assistance grant.

If the EDA is supportive, staff will prepare a grant application for technical assistance pertaining to creation of incentive program guidelines. The proposed grant request is estimated would likely not exceed \$10,000 with the \$5,000 local match from 2020 EDA consulting line item.

ACTION

Authorize preparation of EDI grant for consideration by the City Council.



MEMORANDUM

DATE: October 14, 2019
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 due to no business items for agenda.

Planning Commission

The PC will meet at 6:30 p.m. on October 14th. Agenda items include:

- Public hearing to consider request from Belle Plaine Schools to allow garage door height of 10 feet
- Concept plan for residential planned unit development in the 800-900 block of Commerce Drive West
- Resolution recommending Council place Destination 2040 into effect
- Updates to the official zoning map to achieve consistency with planned land use contained in Destination 2040

Other

- Discussion Façade Improvement Loan program with two business leads.
- Zoning information to two businesses.
- Site research and report one lead.
- Verification of property listings with CoStar.
- SCDP grant outreach/coordination: Letter and postcard mailings, website updates, 27 phone inquiries, and four walk-ins.
- Follow-up EDI grant opportunities
- Coordinate review of final TIF application – Belle Court Apartments.
- Attend meeting with Senator Rich Draheim and government officials from Lonsdale, Northfield, Elko New Market, New Prague, and Lonsdale.
- Attend Chamber meeting.
- Attend SCALE tech team meeting.
- Interview TCMC staff for feature on Destination 2040.
- Scheduled to take part in two panel discussions re: economic devl best practices (Sponsored by Abdo, Eick & Meyers)
- Follow up Jane Properties Subdivision outstanding items.
- Review residential concept plan.
- Coordinate post-approval process – Belle Court Apartments.
- Prep official zoning map update (TCMC authorized City to place Destination 2040 into effect).
- Code compliance issues processed.