



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

MONDAY, JULY 13, 2020
5:00 P.M.

PLEDGE OF ALLEGIANCE.

5:00
P.M.

1. CALL TO ORDER. 1.1. Roll Call.

2. APPROVAL OF AGENDA.

3. APPROVAL OF MINUTES.

3.1. Regular Session Minutes of June 8, 2020.

4. TREASURERS REPORT.

4.1. Approval of Bills.

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

5.2. EDA/HRA 2021 Projects/Budget.

6. ADMINISTRATIVE REPORTS.

6.1. Commissioner Comments.

6.2. Director's Update.

6.3. Upcoming Meetings.

1. Regular Session, 5:00 pm, **Monday, August 10, 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
JUNE 8, 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, June 8, 2020 at City Hall, 218 North Meridian Street, Belle Plaine, MN. President Krant called the meeting to order with Commissioners Coop, Meyer, Coleman, Pankonin and Fahey present. Commissioner Doyle was not present.

Also present was Community Development Director Smith Strack.

2. APPROVAL OF AGENDA.

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

3. APPROVAL OF MINUTES.

3.1. Regular Session Minutes of May 11, 2020.

MOTION by Commissioner Coop, second by Commissioner Meyer, to approve the Regular Session Minutes of May 11, 2020. ALL VOTED AYE. MOTION CARRIED.

4. TREASURERS REPORT.

4.1. Approval of Bills.

Commissioner Meyer inquired on the Salon 129 awning noting the logo on the awning. Community Development Director Smith Strack explained the logo on the awning was approved as it was an identical match to what the building had.

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

5. BUSINESS.

5.1. Resolution 20-04: Approving \$1,000 Façade Loan Pankonin Enterprises

Community Development Director Smith Strack explained Pankonin Enterprises has applied for a ROSE loan to assist with repainting the exterior façade at 104/106 Main Street East. Smith Strack explained the repainting will maintain the current paint color. Smith Strack noted ROSE loan policy standards allow for the 20% match for repainting of buildings and explained adequate funding is available.

MOTION by Commissioner Fahey, second by Commissioner Meyer, to approve Resolution 20-04 Approving \$1,000 Façade Loan for Pankonin Enterprises. ALL VOTED AYE. MOTION CARRIED. Commissioner Pankonin abstained from the vote.

5.2. EDA Updates

Community Development Director Smith Strack explained the COVID Business Programs are being utilized. Smith Strack explained the Mortgage review team of Councilmember LeMieux, EDA Commissioner Fahey, Finance Director Jirik and City Administrator Meyer met and reviewed applications

for Salon 129, Rustic Thyme, Dawn's Salon and Anytime Fitness. Smith Strack explained staff are working on a business database update and reaching out to businesses. Smith Strack explained the lot creation program funding will be reviewed at the July meeting. Smith Strack noted the City was awarded the Small Cities grant and noted funds should be available by late fall.

6. ADMINISTRATIVE REPORTS.

6.1. Commissioner Comments.

Commissioner Meyer explained he and City Administrator Meyer spoke with Angie Craig and noted her interest in how COVID is affecting the City. Commissioner Krant noted it was nice to see the downtown patios and food trucks at the plaza. Meyer commended his feedback from business owners being thankful for the City's assistance to get businesses up and running. Commissioner Coop noted businesses have been creative with shade for patrons and noted his hope that the patios seating continues. Commissioner Pankonin noted the patio seating is a good test run and hopes businesses will venture into the permits in the upcoming years.

6.2. Director's Update.

Community Development Director Smith Strack highlighted the Directors update.

6.3. Upcoming Meetings.

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

Commissioners were reminded of the next scheduled meeting.

7. ADJOURNMENT OF REGULAR SESSION.

MOTION by Commissioner Paknonin, second by Commissioner Coop, to adjourn the meeting at 5:22 PM.
ALL VOTED AYE. MOTION CARRIED.

Respectfully Submitted,

Renee Eyrich
Recording Secretary



MEMORANDUM

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

REQUEST: Motion to Approve Payment of Claims

GENERAL INFORMATION

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

CITY OF BELLE PLAINE
AP DEPARTMENT APPROVAL
 JUNE 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	06/20 RETREE INSURANCE - ED
801-460500-208000	FLOYD TOTAL SECURITY	\$57.89	EDA - GENERAL SUPPLY; KEYFO
801-460500-575000	PC2 SOLUTIONS	\$57.50	EDA - COMPUTER EQUIP/MAINT
DEPT 460500 DEVELOPMENT		<u>\$127.39</u>	
FUND 801 ECONOMIC DEVELOPMENT AUTHORITY		<u>\$127.39</u>	

CITY OF BELLE PLAINE
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Act Code	Check Name	Amount	Comments
DEPT 460500 DEVELOPMENT			
801-460500-202000	METRO SALES INCORPORATED	\$275.27	EDA - USAGE CONTRACT
801-460500-202000	OFFICE DEPOT, INC	\$8.99	EDA - COPY EXPENSE
801-460500-321000	FRONTIER COMMUNICATIONS	\$115.58	EDA - PHONE
DEPT 460500 DEVELOPMENT		<u>\$399.84</u>	
FUND 801 ECONOMIC DEVELOPMENT AUTHORITY		<u>\$399.84</u>	

CLS
7-7-20



MEMORANDUM

DATE: July 13, 2020

TO: EDA President Krant, EDA Board Members, and Administrator Meyer

FROM: Cynthia Smith Strack, Community Development Director

RE: Item 5.1 Participation in Local Housing Incentives Account Programs

GENERAL INFORMATION

For the past two decades the City of Belle Plaine has participated in Livable Communities Act programs including the Local Housing Incentives Account. The City must re-enroll decennially. Re-enrollment for the years 2021-2030 is required within the next few months. Participating cities are eligible for grant assistance through the Account.

As part of re-enrollment the City must approve numerical goals for number of affordable and life-cycle housing units it is striving to add over the next decade. The goals are assigned by the Metropolitan Council and are aspirational, not mandatory. Affordable units are those at price-points for low and moderate income persons. Life cycle housing units are those made available to persons moving throughout life stages (apartments through end of life care) and consist of a variety of types, sizes, styles, and values.

The Metropolitan Council assigned the following goals to Belle Plaine, the City can increase but not decrease the goals:

Decade	Affordable Housing Goal	Life-cycle Housing Goal
2011-2020	131-202	200-780
2021-2030	134-244	960

The goals are supported by *Destination 2040* our Comprehensive Plan.

If the City elects to participate, we will also have to submit a Housing Action Plan by June of 2021.

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. Staff is interested in potential to submit a pre-development grant application this fall.

ACTION

EDA Resolution 20-005 recommending the City Council participate in the Local Housing Incentives Account is attached for consideration.

**BELLE PLAINE ECONOMIC DEVELOPMENT AUTHORITY
RESOLUTION NO. 20-005**

RESOLUTION RECOMMENDING THE CITY COUNCIL ELECT TO PARTICIPATE IN THE LOCAL HOUSING INCENTIVES ACCOUNT PROGRAM UNDER THE METROPOLITAN LIVABLE COMMUNITIES ACT CALENDAR YEARS 2021 THROUGH 2030

WHEREAS, the Metropolitan Livable Communities Act (Minnesota Statutes sections 473.25 to 473.255) establishes a Metropolitan Livable Communities Fund which is intended to address housing and other development issues facing the metropolitan area defined by Minnesota Statutes section 473.121; and

WHEREAS, the Metropolitan Livable Communities Fund, comprising the Tax Base Revitalization Account, the Livable Communities Demonstration Account, the Local Housing Incentive Account and the Inclusionary Housing Account, is intended to provide certain funding and other assistance to metropolitan-area municipalities; and

WHEREAS, a metropolitan-area municipality is not eligible to receive grants or loans under the Metropolitan Livable Communities Fund or eligible to receive certain polluted sites cleanup funding from the Minnesota Department of Employment and Economic Development unless the municipality is participating in the Local Housing Incentives Account Program under Minnesota Statutes section 473.254; and

WHEREAS, the Metropolitan Livable Communities Act requires that each municipality establish affordable and life-cycle housing goals for that municipality that are consistent with and promote the policies of the Metropolitan Council as provided in the adopted Metropolitan Development Guide; and

WHEREAS, a metropolitan-area municipality can participate in the Local Housing Incentives Account Program under Minnesota Statutes section 473.254 if: (a) the municipality elects to participate in the Local Housing Incentives Program; (b) the Metropolitan Council and the municipality successfully negotiate new affordable and life-cycle housing goals for the municipality; (c) the Metropolitan Council adopts by resolution the new negotiated affordable and life-cycle housing goals for the municipality; and (d) the municipality establishes it has spent or will spend or distribute to the Local Housing Incentives Account the required Affordable and Life-Cycle Housing Opportunities Amount (ALHOA) for each year the municipality participates in the Local Housing Incentives Account Program; and,

WHEREAS, the City of Belle Plaine has participated in programs under the Metropolitan Livable Communities Act for the previous two decades.

NOW, THEREFORE, BE IT RESOLVED THAT the EDA recommends the City Council of the City of Belle Plaine:

1. Elect to participate in the Local Housing Incentives Program under the Metropolitan Livable Communities Act for calendar years 2021 through 2030.
2. Agree to the following affordable and life-cycle housing goals for calendar years 2021 through 2030:

Affordable Housing Goals Range	Life-Cycle Housing Goal
134-244	960

3. Prepare and submit to the Metropolitan Council a plan identifying the actions it plans to take to meet its established housing goals.

Approved by the Board of Commissioners of the Belle Plaine Economic Development Authority this 13th day of July, 2020.

BELLE PLAINE ECONOMIC DEVELOPMENT
AUTHORITY

Rick Krant, EDA President

ATTEST

Cynthia Smith Strack, Community Development Director



MEMORANDUM

DATE:	July 13, 2020
TO:	EDA President Krant, EDA Board Members, and Administrator Meyer
FROM:	Cynthia Smith Strack, Community Development Director
RE:	Item 5.2 EDA/HRA 2021 Annual Budget

GENERAL INFORMATION

Finance Director Jirik has convened the 2021 budget process. Input on 2021 programs to be included in the annual budget is requested.

Please note EDA/HRA are special revenue funds and the revenue stream is primarily from a special taxing district which allows our HRA/EDA to levy of up to 0.01813% of (entire) current year estimated market value (Mn. Stat. 469.107, Subd. 1). The projection for 2021 is approximately \$114,000, up about 5,700 from 2020.

Potential programs to fund in 2021 include:

Program Item	2021 Proposed Budget Amount	Budget Source	Notes
Residential rehabilitation	\$ 12,000	802 (HRA) spenddown****	The EDA typically budgets \$10,000 annually for residential rehabilitation which is typically not fully utilized (e.g. \$10,000 allocated for 2020, zero committed YTD). Rehabilitation funds are envisioned as local leveraged funds for our Small Cities grant. The SCDP grant provides for thirteen owner occupied rehab projects to be completed within 30 months of grant award. The 2021 program budget reflects completion of most of the project in 2021 and is likely optimistic.
Home buyer assistance	\$20,000	802 (HRA) spenddown	The EDA has long discussed potential for incentives to support lot take down rates in newly subdivided residential plats. This program would help ten (10) new home buyers at \$2,000 each.
Façade improvement	\$9,000	801 (EDA) levy, improvement grants	The EDA typically budgets for façade loans annually. Recently the amount budgeted has not been fully utilized. The Small Cities grant includes funding for five commercial rehabilitation projects in the Downtown to be completed within 30 months of grant award. Façade loans were envisioned as potential local match. The proposed program budget for 2021 reflects completion of all five SCDP projects in 2021 and provides for one additional façade improvement projects.

Livable Communities Demonstration Account grant match	\$12,500	801 (EDA) levy, consulting fees.	The City has long participated in the livable communities act but is one of the few participating communities that has not sought/secured grant funds from the program accounts. Funding of pre-development efforts such as: completion of market demand analysis, site plan development, community engagement, etc is available on a competitive grant basis. Projects must assist in development of life cycle housing and/or removal of slum/blight conditions. Projects must have innovative elements that are potentially replicable in other communities. Staff recommends the EDA/City seek pre-development demonstration account grant assistance for redevelopment of vacant properties in the Downtown and/or redevelopment of underutilized parcels elsewhere in the City for pocket neighborhoods. The maximum grant amount is \$100,000 and must include a 25% local match. Projects awarded grants have to be completed within two years. Half of the local match is reflected in this 2021 consulting fee line item.
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With the exception of programs, wage, and personnel related items expenses are to remain static or be reduced for funds 800 (EDA RLF), 801 (EDA), and 802 (HRA). At this time the fund balances are as follows:

Fund	Description	2019 Year End Balance	Current Balance	Change
800-010000	EDA RLF* – cash	183,505	198,639	15,124
801-010000	EDA Fund – cash/savings	121,688	124,809	3,154
802-010000	HRA Fund – cash	138,741	144,327	5,586

* RLF principal outstanding: \$136,551

ACTION

Discussion regarding the 2021 programs budget is requested.



MEMORANDUM

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

Design Committee

The Design Committee did not meet in July.

Planning Commission

The PC will meet at 6:30 on July 13th. Agenda items include public hearing on development stage planned unit development plan and preliminary plat for Prairie Gardens a 111 unit townhome development adjacent to Commerce Drive West.

Other

- COVID business assistance program implementation and administration.
- CARES Act Relief Fund research.
- Zoning information to two business.
- ROSE loan processing.
- Meetings with developer re: potential housing development.
- Meeting with Metro Council LCA Demonstration Account Specialist regarding grants for exploration of potential rehabilitation projects. Outreach to potential community development partners.
- Processing of PUD/preplat request.
- Rental housing inspection oversight.
- Code compliance issues processed.