



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

MONDAY, JULY 15, 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 June 10, 2019.

4. TREASURERS REPORT.

4.1. Approval of Bills.

5. BUSINESS.

5.1. Recommendation to City Council: Small Cities Development Program Grant Contract for Services, Preliminary Target Area, and Program Components.

6. ADMINISTRATIVE REPORTS.

6.1. Commissioner Comments.

6.2. Director's Update.

6.3. Upcoming Meetings.

1. Regular Session, 5:00 pm, Monday, August 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
JUNE 10, 2019**

PLEDGE OF ALLEGIANCE.

President Krant led those present in the Pledge of Allegiance.

1. CALL TO ORDER. 1.1. Roll Call.

The Belle Plaine Economic Development Authority met in Regular Session at 5:00 PM on Monday, June 10, 2019 at City Hall, 218 North Meridian Street, Belle Plaine, MN. Commissioner Krant called the meeting to order with Commissioners Coop, Doyle, Fahey, Coleman and Meyer present. Commissioner Pankonin was not present.

Also present was Community Development Director Smith Strack.

2. APPROVAL OF AGENDA.

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

3. APPROVAL OF MINUTES. 3.1. Regular Session Minutes of April 8, 2019.

MOTION by Commissioner Coleman, second by Commissioner Coop, to approve the Regular Session Minutes of April 8, 2019. ALL VOTED AYE. MOTION CARRIED.

4. TREASURERS REPORT. 4.1. Approval of Bills.

MOTION by Commissioner Fahey, second by Commissioner Coop, to approve the treasurer's report. ALL VOTED AYE. MOTION CARRIED.

5. BUSINESS.

5.1. Discussion Small Cities Development Grant Program.

Community Development Director Smith Strack explained the Department of Employment and Economic Development distributes CDBG funds through the Small Cities Development Program in the form of grants to cities to conduct qualifying activities. Smith Strack requested discussion to determine whether the Committee would like to hear more information from Chelsea Alger regarding the program after a brief slideshow.

Community Development Director Smith Strack provided a brief slideshow explaining the background of the Small Cities Development Program funding of housing, public infrastructure and commercial rehabilitation projects. Smith Strack noted the City was awarded a grant in the late 1990's for commercial and residential rental rehab. Smith Strack explained awarding of the present grant would be late winter to early spring 2020. Smith Strack explained the potential uses, qualifications, preferences and the process of the Small Cities Development Grant.

Commissioner Coleman inquired about conversion of structures use of funds. Coleman suggesting marketing would need to be done. Community Development Director Smith Strack confirmed program marketing would be needed. Commissioner Meyer inquired on the ideas for the use of the grant program. Smith Strack suggested commercial rehabilitation in the Downtown along with owner occupied residential rehabilitation. Coleman inquired if money would be used for one project. Smith Strack explained money could be used for multiple projects. Commissioner Coop inquired who would administer the program if moved forward. Smith Strack explained a conversation with Scott County CDA on potential administration. Smith Strack inquired on the boards preference for the grant program. It was the

consensuses of the board to use money for street scape, commercial and downtown uses. Smith Strack explained a meeting will be held in July for further review of the project with Chelsea Alger, the potential grant writer.

5.2. Discussion ROSE Program Signage.

Community Development Director explained the ROSE program guidelines were amended in 2016 to disallow signage as a grant-match eligible use of funds. Smith Strack explained the Design Committee is responsible for reviewing new permanent signs in the Downtown. Smith Strack noted the committee is concerned about decreasing quality of signage and would like to encourage signs like those envisioned in the 2016 Design Manual. Smith Strack explained the committee is requesting the EDA have discussion pertaining to the ROSE program and the potential to assist with signage specifically defined and illustrated in the Design Manual. Smith Strack requests discussion from the Committee for consideration on opening up the ROSE program guidelines under certain situations.

Commissioner Coleman inquired what an upgrade would contain. Community Development Director Smith Strack explained because the manual is policy and not code the use of illustrations used to show what is preferred may be helpful. Commissioner Fahey expressed interest in visiting some applications. Commissioner Meyer suggested incorporating better language into the design plan, giving clear direction on what would be approved. Commissioner Coop suggested businesses should have the financial means for signage noting if the program is expanded, the board should have veto power. Coop noted the board should not be financing undesirable signage. Commissioner Fahey recommended sending discussion of ROSE Program signage back to the Design Committee for further investigation and illustrations. Commissioner Meyer suggested finding the original fabric swatches and paint samples, which helped guide the original downtown guide. It was the consensus of the board to send discussion back to the Design Committee.

6. ADMINISTRATIVE REPORTS.

6.1. Commissioner Comments.

Commissioner Krant inquired on a new business in the Downtown. Community Development Director Smith Strack had yet to be notified of an incoming business and will look into it. Commissioner Coleman inquired on the Mayor Meyer's meeting with the County Commissioner. Meyer explained further traffic study is being done before the Renaissance Festival can be relocated to Jordan. Meyer explained the County Board and City Council took a bus tour highlighting the current and future projects within the City. Coleman inquired on Jordan stoplights 169 project. Meyer explained the project seems to be moving forward noting the City of Jordan is aggressively moving development toward the Jordan Taproom. Meyer inquired on the Elk Street project. Smith Strack explained the contractor has suggested submission of financing paperwork within the next two weeks. Krant inquired on 169. Meyer explained three gravel pits are being dug along 169, two of which are within the orderly annexation. Meyer explained the Koll property has a 20-year pit with no acceleration lanes.

6.2. Director's Update.

Community Development Director Smith Strack highlighted the director's report.

6.3. Upcoming Meetings.

1. Regular Session, 5:00 pm, Monday, July 8, 2019.

Commissioners were reminded of the upcoming meetings as listed.

7. ADJOURNMENT OF REGULAR SESSION.

MOTION by Commissioner Coop, second by Commissioner Meyer, to adjourn the meeting as 5:59 PM.
ALL VOTED AYE. MOTION CARRIED.

Respectfully submitted,

Renee Eyrich
Recording Secretary



MEMORANDUM

DATE: July 10, 2019
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) at each regular meeting. Attached please find claims from June for your consideration.

CITY OF BELLE PLAINE
AP DEPARTMENT APPROVAL
 JUNE 2019

06/14/19 10:57 AM
 Page 6

FUND 801 ECONOMIC DEVELOPMENT AUTHORITY

DEPT 460500 DEVELOPMENT

801-460500-202000	OFFICE DEPOT, INC	\$4.63	EDA - COPY EXP
801-460500-202000	METRO SALES INCORPORATED	\$246.34	EDA - USAGE CONTRACT
801-460500-207000	COBORNS INC	\$9.44	EDA - TRAINING
801-460500-321000	FRONTIER COMMUNICATIONS	\$116.46	PHONE - EDA

DEPT 460500 DEVELOPMENT

\$376.87

FUND 801 ECONOMIC DEVELOPMENT AUTHORITY

\$376.87

CLS
6-18-19

CITY OF BELLE PLAINE
AP DEPARTMENT APPROVAL
 JULY 2019

07/01/19 11:58 AM
 Page 6

FUND 801 ECONOMIC DEVELOPMENT AUTHORITY

DEPT 460500 DEVELOPMENT

801-460500-108000	RICKY J KRANT	\$80.00	2019 2ND QTR PER DIEM - EDA
801-460500-108000	PAUL CHARD	\$80.00	2019 2ND QTR PER DIEM - EDA
801-460500-108000	RICHARD W COLEMAN	\$80.00	2019 2ND QTR PER DIEM - EDA
801-460500-108000	CARY G. COOP	\$80.00	2019 2ND QTR PER DIEM - EDA
801-460500-108000	CHRISTOPHER MEYER	\$80.00	2019 2ND QTR PER DIEM - EDA
801-460500-108000	ASHTON PANKONIN	\$40.00	2019 2ND QTR PER DIEM - EDA
801-460500-108000	LISA FAHEY	\$80.00	2019 2ND QTR PER DIEM - EDA
801-460500-108000	CRYSTAL DOYLE	\$40.00	2019 2ND QTR PER DIEM - EDA
801-460500-131000	PATRICIA KRINGS	\$12.00	07/19 RETIREE INSURANCE - E
801-460500-195000	API GARAGE DOOR INC	\$1,500.00	RESO 19-045 OLDENBURG ROSE

DEPT 460500 DEVELOPMENT

\$2,072.00

FUND 801 ECONOMIC DEVELOPMENT AUTHORITY

\$2,072.00

FUND 802 HOUSING/REDEVELOPE AUTHORITY

DEPT 460500 DEVELOPMENT

802-460500-108000	CARY G. COOP	\$40.00	2019 2ND QTR PER DIEM - HRA
-------------------	--------------	---------	-----------------------------

DEPT 460500 DEVELOPMENT

\$40.00

FUND 802 HOUSING/REDEVELOPE AUTHORITY

\$40.00

CLS

CLS
7-9-19



MEMORANDUM

DATE: July 15, 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

At the June meeting the EDA discussed a potential application to the Small Cities Development Program for commercial and residential rehabilitation. The EDA authorized meeting with a potential grant writing consultant. Chelsea Alger, Bolton-Menk Funding Specialist will be at the July 15th EDA meeting to present information and answer questions pertaining to the grant. Since the June meeting staff have met with Alger, surveyed housing conditions in potential target areas, and reached out to additional commercial property owners in the Downtown.

After conducting further research and meeting with Alger staff recommends the EDA focus on owner occupied residential rehab, commercial rehab, and potentially street amenities. An initial target area map has been created based on presence of delayed exterior maintenance conditions (roof, siding, windows), occupancy (owner vs. rental), and structure age.

Mn. DEED indicates the vast majority of successful applications are submitted with assistance from grant consultants such as Ms. Alger. A proposal for contract services is attached. The proposal has three independent phases. The first pertain to preparation and submittal of the pre-application. If the pre-application is successful and the City is invited to submit a final application, the third phase of the contract would apply. The first two phases total \$5,700 and would be payable in 2019. The 2019 annual budget for EDA consulting is adequate to cover all three phases of the contract which totals (not to exceed) \$8,400.

Please find additional information attached including:

1. Grant writing proposal.
2. Potential grant timeline.
3. Potential eligible improvements by grant criteria type.
4. Sample project owner occupied residential rehab.
5. Potential target area map.

ACTION

Provide a recommendation to City Council to authorize Small Cities Development Program Grant contract for services and establish preliminary target area and program components.



**BOLTON
& MENK**

Real People. Real Solutions.

1960 Premier Drive
Mankato, MN 56001-5900

Ph: (507) 625-4171
Fax: (507) 625-4177
Bolton-Menk.com

June 21, 2019

Dawn Meyer, City Administrator
City of Belle Plaine
218 N Meridian Street
PO Box 129
Belle Plaine, MN 56011

RE: Proposal for Grant Development Services
MN DEED Small Cities Development Program
Belle Plaine, MN

Dear Dawn,

The City of Belle Plaine (the “City”) has expressed interest in evaluating the competitiveness of, and potentially applying to the MN Department of Employment and Economic Development (DEED) Small Cities Development Program (SCDP) for the 2020 Funding Cycle. Bolton & Menk, Inc. (“BMI”) has staff capacity and expertise to assist with these efforts, as outlined in the Scope of Work below.

An initial meeting with City Staff on June 18, 2019 generated a direction to assess the competitiveness of a comprehensive application to include the following activities: Owner-occupied and rental housing rehabilitation, downtown commercial rehabilitation, and the potential for downtown street scape improvements. Therefore, the scope of this proposal assumes each of these activities will be evaluated in the “Project Planning” Phase and the City will determine from this whether to move forward with, as well as, what activities to include in the “Preliminary Proposal” Phase. Should the City move forward with the “Preliminary Proposal” Phase, MN DEED will determine whether or not the City is invited to submit a “Final Application.”

SCOPE OF WORK

The SCDP Application process consists of three phases including, 1) Project Planning; 2) Preliminary Proposal; and 3) Final Application. BMI will complete the following scope of work related to each phase:

Phase 1 – Project Planning

This Phase consists of the background work required to obtain data necessary for the Preliminary Proposal, and also assists the City in determining whether to move forward with the Preliminary Proposal. Work in Phase 1 includes:

- Attend July EDA Meeting to review Program requirements, and confirm activities and target area(s).
- Prepare documents for the community meetings, including meeting notices, owner surveys and program information to distributed to property owners in the target area(s).

Name: MN DEED Small Cities Development Program Grant Proposal

Date: June 21, 2019

Page: 2

- Conduct the Community Meetings (Owner-Occupied, Rental, and Commercial; three separate one-hour meetings back-to-back on the same date), providing an overview of the respective program requirements, and application process and timeline.
- Compile and analyze data returned from property owner surveys and provide a recommendation on proposed activities and budget to the Community Development Director for the Preliminary Proposal.

Phase 2 –Preliminary Proposal

- Create digital property conditions survey map, identifying each property in the target area(s) as “standard”, “substandard”, or “dilapidated” for submittal with the Preliminary Proposal.
- Coordinate with Agency intended to administer SCDP funds if awarded to obtain necessary information for the Preliminary Proposal, including but not limited to their appropriate staff contact information and any funding programs they may have available as leverage funds.
- Prepare and submit Preliminary Proposal to DEED per their application requirements.

Phase 3- Final Application

- Prepare documents in support of the Final Application, including but not limited to: public hearing notice(s), Citizen Participation Plan, City Resolutions for 1) designating a commercial slum and blight district; and 2) supporting the submittal of the Final Application; and Contractor interest letters.
- Attend public hearing and answer questions relating to the application.
- Prepare and submit the Final Application to DEED per their application requirements.

ASSUMPTIONS

This proposal is based upon the following assumptions:

- A. The City agrees to and shall provide or complete the following:
 - 1) Pay expenses relating to the Grant Development Services defined under the “FEES” heading below. The City shall be responsible for publication costs related to this project.
 - 2) Reproduce and distribute all mailings and information from documents provided by BMI.
 - 3) Provide BMI any and all information required to prepare and process the Grant Applications in a timely manner. Delay in producing requested information may affect the ability of BMI to meet submission deadlines. The submission deadlines are estimated to be November 14, 2019 for the Preliminary Proposal, and February 20, 2020 for the Final Application.
 - 4) Complete the windshield survey of properties in the target area(s) by no later than October 1, 2019.
 - 5) Understands BMI is not a representative of any State or Federal agency, but is acting strictly as a packaging agent on its behalf and that BMI cannot and has not made any assurances regarding the final approval or disapproval by DEED regarding application(s) developed under this contract.
 - 6) Gives BMI permission to publicly report on the City and the project as a direct result of BMI assistance in providing grant-writing services.

Name: MN DEED Small Cities Development Program Grant Proposal

Date: June 21, 2019

Page: 3

FEES

The above described scope of work for Phase 1 will be billed on an hourly basis, not to exceed \$3,900. If the City decides to move ahead with additional work, Phase 2 and 3 would be billed on an hourly basis, not to exceed \$1,800 and \$2,700 respectively. Upon contract execution to commence Phase 1, BMI will not proceed to any subsequent phase of work without prior authorization by the City.

Please review and contact me if you have any questions or require any additional information. Thank you for the opportunity to work with the City of Belle Plaine in this capacity.

Sincerely,

Bolton & Menk, Inc.

A handwritten signature in blue ink, appearing to read "Chelsea Alger", with a long horizontal flourish extending to the right.

Chelsea Alger
Funding Specialist



Real People. Real Solutions.

1960 Premier Drive
Mankato, MN 56001-5900

Ph: (507) 625-4171
Fax: (507) 625-4177
Bolton-Menk.com

Belle Plaine Potential Timeline of Activities 2020 SCDP Application

2019:

July 15- EDA Meeting; Review general timeline, program components, and identify desired Target Area(s)

July 15- City Council approves contract for services; authorize preliminary target area and program components. (Can be done by motion or resolution, whichever is preferred).

August ____ - Send ad for community meeting to *Belle Plaine Herald* (can also mail letters to Target Area property owners)

August ____ & Sept ____ - Ad posted in *Belle Plaine Herald* for community meeting (post at City Hall, Facebook, newsletter, etc.)

September ____ - Host community meeting- (separate times for each activity proposed. Pre-apps available at meeting. Mail remaining pre-apps day after community meeting. Can also make available online)

Oct ____ - Preliminary Proposal due (Deadline should provide staff/consultant enough time to provide an "extended deadline", summarize data and make determination on go/no-go for Preliminary Proposal, or whether any recommended reallocation of funds or re-designation of Target Area(s) are appropriate).

Nov. 14* by 4:30 pm- Pre-Application Due to DEED

Dec. 16*- Pre-Application status provided to City by DEED

Dec. 17*- Full Application opens

2020:

Jan. 6- City Council meeting- Adopt resolution, executing the Citizen Participation Plan (post publicly per CPP prior to Jan. 20 meeting)

Jan. 6 by NOON- Send public hearing notice to *Belle Plaine Herald* for Jan. 20th public hearing.

Jan. 20- City Council meeting- public hearing to: 1) adopt resolution authorizing full application; and 2) adopt Slum and Blight resolution (if commercial is part of the final application process).

Jan. 23- Send contractor interest letters

Feb. 20* by 4:30 pm- Final Application due

May/June 2020*- SCDP award notices from DEED

June-Aug. 2020*- Contracts & Implementation Workshops

Sept. 2020*- Community Meeting to go through application process; application opens to property owners

Sept. 2020-Dec. 2022- Program Open

*DEED has not come out with specific deadlines yet. These are based on prior year schedule of activities

What Improvements are Eligible for SCDP Funding?

Activity:	Eligible Improvement Examples:	Ineligible Improvement Examples:
Residential Rehab	Roofs & gutters, heating, doors, windows, insulation, siding, foundation, electrical, plumbing, smoke detectors	Cabinets, Central A/C, Hot Tubs, Fences, Gazebos, New or Repairs to Detached Structures, Carpeting or Expensive Flooring
Commercial Rehab	Exterior renovations (including signage and awnings), code violation corrections, structural repair, elimination of lead based paint and asbestos, accessibility and energy improvements, mechanical and electrical system repairs	Interior electrical fixtures/receptacles, plumbing fixtures not related to accessibility, structural modifications/additions, A/C, interior shelving, floor coverings
Commercial Streetscape	Parking design, improved sidewalk, street lighting, streetlights, trees and landscaping and street furniture.	Maintenance and repair (e.g., filling potholes, repairing cracks in sidewalks, or replacing streetlight bulbs).

These are not exhaustive lists. The general rule of thumb for residential/commercial structures is that anything that's currently existing can be repaired/replaced, but new items or cosmetic improvements are generally not eligible. It's also important to consider that certain improvements must be addressed FIRST (i.e. health, safety, energy efficiency, code compliance, etc.) before any "wants" may be considered as funding eligible. For commercial projects, the cost of ineligible improvements may be counted towards the Owner Match (minimum 20% of the total project cost).

How the Home Repair Program Works

Finance Example for Homeowners

Meet Tom & Maria.

Tom & Maria own a house in the target area. They live there with 2 kids; their household size is 4.

Their total household income is \$68,000.

Tom & Maria's home needs repairs.



Step 1. Tom & Maria apply for the Home Repair Program.

Step 2. An inspector looks at their house and makes a report.

Step 3. Repair Program staff calculates the loan amount.

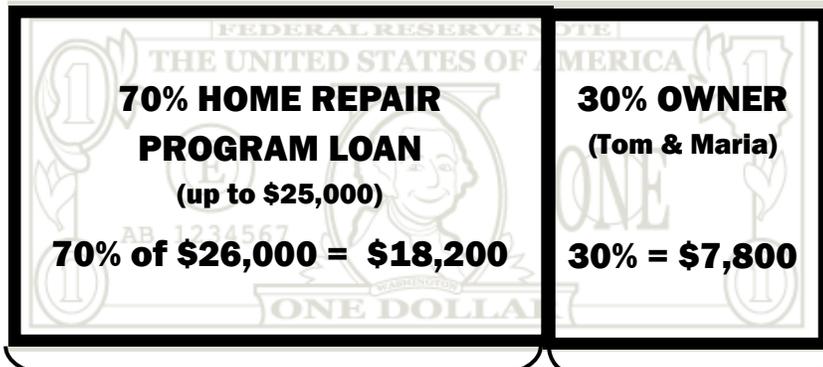
INSPECTION REPORT

Eligible Repairs at Tom & Maria's House:

Roof repair	\$ 9,500
Insulation	4,500
Smoke detectors	300
Gutters replaced	500
Electrical repair	3,200
Furnace replaced	3,000
Lead Mitigation	5,000

Total \$26,000

TOTAL ELIGIBLE REPAIR COSTS = \$26,000



0% Loan with 10 year term

Forgiven 10% per year

Deferred (no payments unless owners move out before 10 years)

Savings

Loans

Match (if eligible)



Step 4. Contractor is selected and repairs the home.

Step 5. Tom & Maria live in the home for the 10-year loan term.



At the end of each year, 10% of Tom & Maria's loan is forgiven. 10% = \$1,820

After 10 years, the loan is 100% forgiven. If Tom & Maria move out after 5 years, 50% is forgiven and 50% is repaid.

Scott County 2019 Income Limits, by Household Size:

1 person \$52,850 / 2 people \$60,400 / 3 people \$67,950 / 4 people \$75,500 / 5 people \$81,550 / 6 people \$87,600

(These amounts are adjusted each spring)



Legend

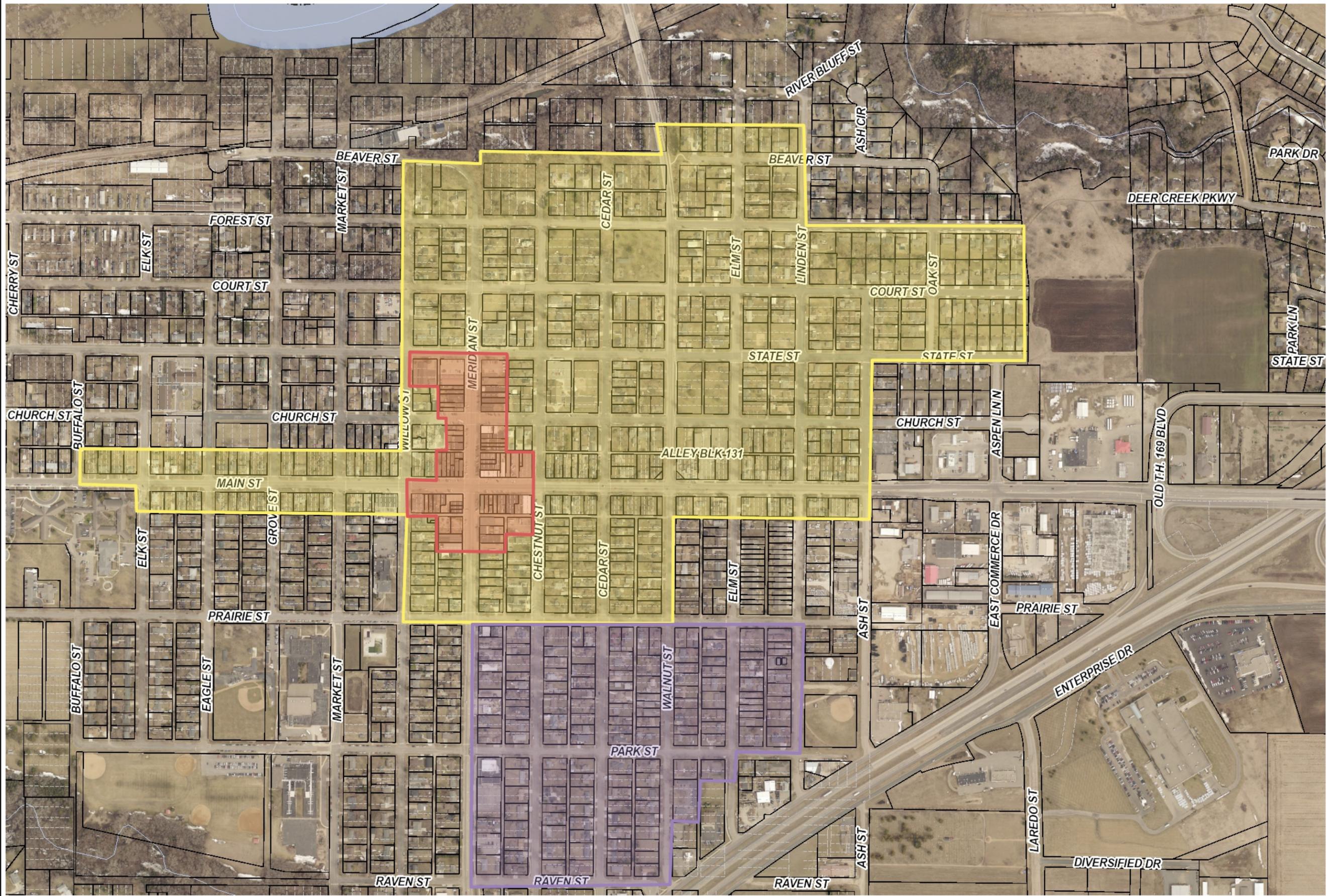
- City Limits
- Parcels (5/7/2019)
- Lot Lines
- Minnesota River
- Protected Waters
- Public Water Basin
- Public Water Wetland
- Protected Waters - Watercourse
- Boundary
- Footprint
- Image**
- Red: Red
- Green: Green
- Blue: Blue

- Owner Occupied Rehab Primary Area
- Commercial Rehab Area
- Owner Occupied Rehab Alternate Area

SCDP Target Areas



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.



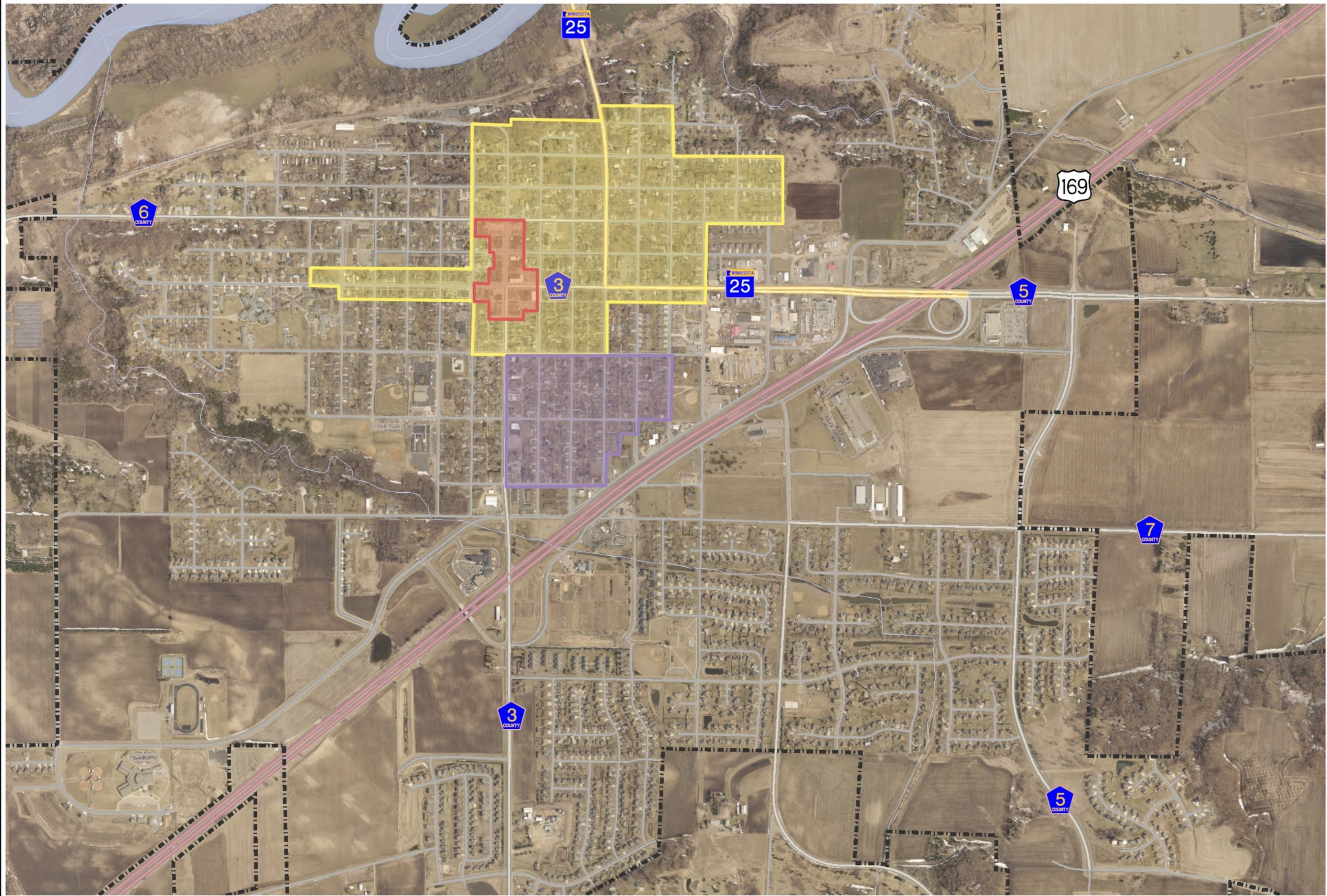
0 527 Feet





Legend

- City Limits
- Roads
 - US Highway
 - State Highway
 - Ramp
 - County Highway
 - Local Road
- Minnesota River
- Protected Waters
 - Public Water Basin
 - Public Water Wetland
- Protected Waters - Watercourse
- Boundary
- Footprint
- Image
 - Red: Red
 - Green: Green
 - Blue: Blue



**SCDP Target
Areas Location
Context**



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.

0 1,053 Feet





MEMORANDUM

DATE: July 15, 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 met on July 1, 2019. The primary agenda item was a walking tour of Downtown to inventory existing conditions, past changes approved by the DC, and design preferences. The walking tour was very useful in promoting history of Downtown, identifying how changes to buildings impact the fabric of the Downtown, areas of concern, and building rapport. The walking tour informed staff recommendation for commercial rehabilitation and will likely be helpful in approaching building owners with potential rehabilitation projects.

Planning Commission

The Planning Commission did not meet in July.

Other

- Discussion SDCP grant commercial rehabilitation with four business owners.
- Façade Improvement Loan program with one business.
- Zoning information to two businesses.
- Verification of property listings with CoStar.
- Windshield survey residential housing conditions for development of SDCP grant target area.
- Responded to inquiries from two developers interested in multiple family development.
- Code amendment right of way regulation and small wireless facilities.
- Code compliance issues processed.