



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

**MONDAY, AUGUST 12, 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 July 15, 2019.

4. TREASURERS REPORT.

4.1. Approval of Bills.

5. BUSINESS.

5.1. EDA/HRA Program Review.

5.2. 2020 Annual Budget.

6. ADMINISTRATIVE REPORTS.

6.1. Commissioner Comments.

6.2. Director's Update.

6.3. Upcoming Meetings.

1. Regular Session, 5:00 pm, Monday, September 9, 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
JULY 15, 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, July 15, 2019 at City Hall, 218 North Meridian Street, Belle Plaine, MN. Commissioner Krant called the meeting to order with Commissioners Fahey, Doyle, Coleman, Pankonin and Meyer. Commissioner Coop was not present.

Also present was Community Development Director Smith Strack and Chelsea Alger, Funding Specialist – Bolton & Menk.

2. APPROVAL OF AGENDA.

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

3. APPROVAL OF MINUTES. 3.1. Regular Session Minutes of June 10, 2019.

MOTION by Commissioner Coleman, second by Commissioner Fahey, to approve the Regular Session Minutes of June 10, 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 treasurer's report. ALL VOTED AYE. MOTION CARRIED.

5. BUSINESS.

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

President Krant introduced the agenda item. Smith Strack noted the EDA has been discussing 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 was in attendance at the meeting and will present information and answer questions pertaining to the grant. Staff previously met with Alger, surveyed housing conditions in potential target areas, and reached out to additional commercial property owners in the Downtown.

Smith Strack stated that 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 was included in the meeting packet. 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.

Smith Strack noted the EDA was to provide a recommendation to City Council to authorize Small Cities Development Program Grant contract for services and establish preliminary target area and program components.

Alger reviewed the proposed contract and information pertaining to the grant program, including: grant timeline, eligible improvements, community meeting preparation, sample commercial and owner occupied rehabilitation projects/budgets, and a potential target area.

Commissioners followed up with questions and discussion regarding the program process and potential benefits.

MOTION by Commissioner Pankonin, second by Commissioner Fahey, to recommend the City Council authorize a Small Cities Development Program Grant contract for services, establish a preliminary target area and authorize program components to include owner occupied rehabilitation, commercial rehabilitation, and potentially streetscape improvements. ALL VOTED AYE. MOTION CARRIED

6. ADMINISTRATIVE REPORTS.

6.1. Commissioner Comments.

President Krant asked for an update on Casey's and Dollar General developments and Belle Court Apartments. Smith Strack noted building permits for Casey's and Dollar General can't be issued until improvements are completed. The owner of Jane Properties Subdivision is responsible for installation of improvements. Schrom Construction is expected to file a final TIF application for Belle Court Apartments shortly.

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, August 12, 2019.

Commissioners were reminded of upcoming meetings as listed.

7. ADJOURNMENT OF REGULAR SESSION.

MOTION by Commissioner Pankonin, second by Commissioner Coleman, to adjourn the meeting at 6:15 PM. ALL VOTED AYE. MOTION CARRIED.

Respectfully submitted,

Renee Eyrich
Recording Secretary



MEMORANDUM

DATE: August 12, 2019
TO: EDA President Krant, EDA Board Members, and Administrator Meyer
FROM: Cynthia Smith Strack, Community Development Director
RE: Item 5.1 EDA/HRA 2020 Programs

GENERAL INFORMATION

Discussion pertaining to EDA/HRA 2020 program activities is requested.

1. EDA ROSE Grant Program. The EDA budgeted \$8,000 each year since 2017 for this program. YTD expenditures total \$3,625 (45% of budgeted expense). Earlier this year the EDA considered broadening the program to again include a component to assist with signage. The EDA requested further input from the Design Committee prior to any additional consideration. Discussion of any potential changes to program parameters is requested. Staff has included \$8,000 for this program in Fund 801. The program could be paired with an application for SCDP grant funds.
2. HRA Down Payment Assistance: This program began in 2017 to assist income qualified residents with purchase of new home. The program has never been used. A combined total of \$6,000 was budgeted for this program and the revitalization/energy efficiency program in 2019. Discussion regarding future of program is requested. Program guidelines are attached.
3. HRA Revitalization/Energy Efficiency Program: \$6,000 was budgeted for this program and the down-payment assistance program in 2019. This program has not been used, one application is pending. Discussion regarding the future of this program is kindly requested. Program guidelines are attached.
4. Earlier this year the EDA discussed the potential to create an incentive to assist in with the creation of and take down rate for new residential lots. Specifically, we discussed a building permit plan review and permit fee waiver of \$2,500-\$5,000 per new home permit issued in residential subdivisions platted after a certain date (e.g. January 1, 2020). The waivers would be a budgeted program expense so fee revenue would not be lost. Staff discussed the legitimacy of such a program with the City Attorney's office which finds program feasible.
5. A preliminary application to the Small Cities Development Program is being pursued. The SCDP application process is a competitive process. SCDP grant program components being proposed include owner occupied rehabilitation. Staff and the grant consultant have discussed the potential to fortify the application and maximize potential program benefit by pairing it with local incentive program. The City could consider enhancing the application by budgeting program funds to assist with owner occupied rehabilitation. Initial indication is that a local incentive program offering \$1,000 per qualifying project would be viewed as significantly enhancing an application.

ACTION

Staff recommends \$8,000 be included in EDA Fund 801 for the ROSE program and \$10,000 be included in HRA to be used for up to four \$2,500 fee waivers for new homes on lots created after January 1, 2020 and \$2,500 available to assist with owner occupied rehabilitation projects using SCDP funds if granted.

Discussion/direction regarding the ROSE, HRA down-payment assistance, and HRA rehab programs and the 2020 budget is requested.



Housing and Redevelopment Authority in and for the City of Belle Plaine

SINGLE FAMILY HOME DOWN PAYMENT GRANT PROGRAM 2019 POLICY AND PROCEDURES

Purpose

The purpose of the Single Family Home Down Payment Grant Program is to encourage ownership of newly constructed single family residences within the City of Belle Plaine. Homeowners may apply for down payment assistance in an amount of up to \$2,000 upon purchase of a newly constructed home. The newly constructed home must be completed with the assistance of at least one contractor with its business located in the 56011 zip code and be a newly built home.

Goal

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

Availability

An applicant may apply for up to \$2,000 in down payment assistance by submitting the attached application to the HRA. HRA Staff will review the grant applications and will approve the amount of the final grant to the extent funds are available. The Single Family Home Down Payment Grant Program will be administered under written policy and procedures to the extent funds are allocated and available to the grant program by the HRA Board. In 2019, \$2,000 is available for distribution.

Applicant Eligibility

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

Low or Moderate Income

In order to obtain a grant under this grant program, owners of program eligible single-family homes must provide evidence that the combined household income is at or below the Low (80%) Income Limits for Scott County, Minnesota, reported annually by the U.S. Department of Housing and Urban Development at:

<https://www.huduser.gov/portal/datasets/il/il2017/2017summary.odn>

When Payment Made

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

Right to Deny

The Belle Plaine Economic Development Authority has the right to deny any application based on its discretion.



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

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

2019

SINGLE-FAMILY HOME DOWN PAYMENT GRANT PROGRAM APPLICATION

Date of Application: _____

APPLICANT	Name: _____	Phone: _____
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Address: _____

E-Mail: _____

SUBJECT HOME	Address: _____	Belle Plaine, MN	P.I.N: _____
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Year Constructed: _____	Lot Number: _____	Block Number: _____	Subdivision: _____
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CONTRACTOR <small>Within 56011</small>	Name or Company: _____
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Phone: _____	Contractor's License: _____	E-Mail: _____
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Address: _____ 56011

SUBMISSION OF APPLICATION MUST INCLUDE:

- New Home Building permit obtained
- Homestead filing
- Applicant must show 2018 tax return as proof of income showing that the **combined** household income is at or below the (80%) Income Limits for the Metro area.
- Proof of Ownership (Deed)
- Proof of Down payment

All materials must be submitted no later than 30-days after the closing.

Upon approval of the application, payment can be issued to property owner.

I have read and understand the Policy for the Single-Family Home Down Payment Grant Program of the Belle Plaine Housing and Redevelopment Authority.

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

OFFICE USE ONLY

Date Application Received: _____	Project Completion Date: _____
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<input type="checkbox"/> Income qualification verified	<input type="checkbox"/> Proof of ownership, down payment and homestead filing
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<input type="checkbox"/> Contractor within 56011	<input type="checkbox"/> Certificate of occupancy issued: _____
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<input type="checkbox"/> Zoning ordinance compliant	Date: _____
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<input type="checkbox"/> First Homestead Owner	Permit # _____	<input type="checkbox"/> Reimbursement check issued: # _____
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<input type="checkbox"/> Approved ____ Amount: \$ _____ <input type="checkbox"/> Denied ____	Issue Date: _____
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Comments: _____

Building Official or Designee: _____	Date: _____
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Zoning Administrator or Designee: _____	Date: _____
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CITY OF BELLE PLAINE

FAÇADE AND ENERGY EFFICIENCY IMPROVEMENT GRANT PROGRAM 2019 POLICY AND PROCEDURES

Purpose

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

Goal

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

Availability

Each applicant may apply for up to \$1,000 in assistance under this grant program by submitting the attached application to the HRA. Homeowners will be required to provide matching funds for the renovation or rehabilitation. EDA Staff will review the grant applications and approve the amount of the final grant to the extent funds are available. The Façade and Energy Efficient Improvement Grant Program will be administered under written policy and procedures to the extent funds are allocated and available to the grant program by the EDA Board. The grant program will be funded in the amount of up to **\$10,000** in 2019.

Applicant Eligibility

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

Low or Moderate Income

In order to obtain a grant under this grant program, owners of single family homes must provide evidence that he or she is of low or moderate income (or provide evidence of blight on their properties, as described below), as determined by the Low (80%) Income Limits for Scott County, Minnesota, reported annually by the U.S. Department of Housing and Urban Development at <https://www.huduser.gov/portal/datasets/il/il2017/2017summary.odn>

Blight Findings

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

Eligible Uses for Grant Funds

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

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

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

When Payment Made

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

Right to Deny

The Belle Plaine Economic Development Authority has the right to deny any application based on its discretion.



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2019

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

Date of Application:

APPLICANT	Name:	Phone:
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Address:

E-Mail:

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

POTENTIAL COMPLETION DATE:

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

- Applicant must show 2018 tax return as proof of income.
- Documentation showing improvements meet energy efficient standards (include make/model of materials).
- Detailed estimate of work to be performed.
- Photo(s) of subject property showing blight conditions and where improvements are to be made.
- Building permit obtained, if required.

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

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

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

OFFICE USE ONLY

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

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

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

<input type="checkbox"/> Permit not required to conduct work	<input type="checkbox"/> Reimbursement check issued
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<input type="checkbox"/> Approved Amount: \$_____ <input type="checkbox"/> Denied	Issue Date:
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Comments: _____

Building Official or Designee:	Date:
Zoning Administrator or Designee:	Date:



MEMORANDUM

DATE:	August 12, 2019
TO:	EDA President Krant, EDA Board Members, and Administrator Meyer
FROM:	Cynthia Smith Strack, Community Development Director
RE:	Item 5.2 EDA/HRA 2020 Annual Budget

GENERAL INFORMATION

Finance Director Amy Jirik has convened the 2020 budget process. The City Council will examine a potential preliminary budget at the August 19th meeting. Input on the 2020 annual budget is requested.

Attached are budget worksheets for RLF (800), EDA (801), and HRA (802). 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 0.0185% of (entire) estimated market value. The projection for 2020 is \$108,200, about \$10,000 more than 2019. Expense line pertaining to staffing are completed by the Finance Director, the remainder by CDD.

As in past years since the EDA began budgeting for programs, a spend-down of fund balance is budgeted. As represented, an EDA fund balance spenddown of \$15,788 is forecast. HRA fund 802 with \$10,000 allotted for programs balances. Fund 800 revenue exceeds expenses by \$3,535 reflecting projected interest earnings.

With the exception of wage and personnel related items expenses are to remain static for funds 800 (EDA RLF), 801 (EDA), and 802 (HRA). Expenses for programs include ROSE façade loan and HRA programs which will be discussed prior to this item on the agenda. As in past years there is a potential for program funding to reduce or spend down fund balances. At this time the fund balances are as follows:

Fund	Description	2018 Year End Balance	Current Balance	Change
800-010000	EDA RLF* – cash	145,987	166,805	20,818
801-010000	EDA Fund – cash/savings	103,897	105,174	1,277
802-010000	HRA Fund – cash	138,707	139,146	439

* RLF principal outstanding: \$161,261

In addition to the annual budget the City Council will be reviewing a five-year capital improvement plan. In general capital improvement plan items are tangible assets which last greater than five years and are budgeted for over a period of time. We currently don't have capital items budgeted directly for the HRA/EDA. We do place \$5,000 aside annually for CDD equipment. Last year \$50,000 was included in the CIP for software/technology purchase including e-permitting software with workflow processing components and electronic recordkeeping. Purchase of software has been delayed due to review of financing software and congruity of systems. The \$50,000 request will be requested to be delayed to 2020. Also included in the 2019 CIP was \$40,000 for entry signs. The item will likely be delayed. Finally, the 2018 and 2019 budgets have included a part-time receptionist position which supports the establishment of a full-time CDD Administrative Assistant and elimination of the current CD Office Assistance position which share front-desk receptionist duties. Over the past two years hiring of an Administrative Assistant, Finance Director, City Administrator, and Staff Accountant and the physical remodeling of administrative offices here at City Hall have postponed contemplated staff adjustment. The 2020 budget continues to reflect a full-time CD Administrative Assistant without front desk duties.

ACTION

Discussion regarding the 2020 budget is requested.

CITY OF BELLE PLAINE
Revenues Budget Worksheet

FUND Descr	Act Code	SOURCE Descr	Last Yr Amt	YTD Amount	2019 Budget	Next Yr Budget	UnderLin
FUND 800 EDA- REVOLVING LOAN							
EDA- REVOLVI	800-000000-034951	PROMOTIONAL SAL	\$0.00	\$0.00	\$0.00	\$0.00	_____
	800-000000-036210	INTEREST EARNING	\$635.83	\$487.27	\$900.00	\$900.00	_____
	800-000000-036260	MISCELLANEOUS	\$40.00	\$0.00	\$0.00	\$0.00	_____
	800-000000-039200	TRANSFERS	\$0.00	\$0.00	\$0.00	\$0.00	_____
	800-000000-050100	REVOLVING LOAN P	\$0.00	\$15.19	\$0.00	\$0.00	_____
	800-000000-050110	LOAN INT	\$3,887.50	\$2,095.86	\$3,500.00	\$2,935.00	_____
	800-000000-050200	LEASE FEES	\$0.00	\$0.00	\$0.00	\$0.00	_____
FUND 800 EDA- REVOLVING LOAN			\$4,563.33	\$2,598.32	\$4,400.00	\$3,835.00	

CITY OF BELLE PLAINE
Expense Budget Worksheet

Act Code	OBJ Descr	Last Yr Amt	YTD Amount	2019 Budget	Next Yr Budget	UnderLine
FUND 800 EDA- REVOLVING LOAN						
FUND Descr EDA- REVOLVING LOAN						
DEPT Descr DEVELOPMENT						
800-460500-311000	CONSULTING FEES	\$204.00	\$0.00	\$0.00	\$0.00	_____
800-460500-381000	ELECTRIC UTILITI	\$0.00	\$0.00	\$0.00	\$0.00	_____
800-460500-383000	GAS UTILITIES	\$0.00	\$0.00	\$0.00	\$0.00	_____
800-460500-405000	SNOW REMOVAL	\$0.00	\$0.00	\$0.00	\$0.00	_____
800-460500-407400	COMMERCIAL REH	\$0.00	\$0.00	\$0.00	\$0.00	_____
800-460500-407401	COMMERCIAL REH	\$0.00	\$0.00	\$0.00	\$0.00	_____
800-460500-407402	RES OWNER REHA	\$0.00	\$0.00	\$0.00	\$0.00	_____
800-460500-407403	RES OWNER REHA	\$0.00	\$0.00	\$0.00	\$0.00	_____
800-460500-407450	COMMERCIAL REN	\$0.00	\$0.00	\$0.00	\$0.00	_____
800-460500-411000	PROPERTY MAINT	\$0.00	\$0.00	\$0.00	\$0.00	_____
800-460500-412500	INCUBATOR LEASE	\$0.00	\$0.00	\$0.00	\$0.00	_____
800-460500-413200	ADMINISTRATIVE	\$244.20	\$0.00	\$300.00	\$300.00	_____
800-460500-510000	LAND ACQUISITIO	\$0.00	\$0.00	\$0.00	\$0.00	_____
800-460500-550000	PROPERTY ACQUI	\$0.00	\$0.00	\$0.00	\$0.00	_____
800-460500-720000	TRANSFERS	\$0.00	\$0.00	\$0.00	\$0.00	_____
DEPT 460500 DEVELOPMENT		\$448.20	\$0.00	\$300.00	\$300.00	_____
FUND Descr EDA- REVOLVING LO		\$448.20	\$0.00	\$300.00	\$300.00	_____
FUND 800 EDA- REVOLVING LOAN		\$448.20	\$0.00	\$300.00	\$300.00	_____

CITY OF BELLE PLAINE
 Revenues Budget Worksheet

FUND Descr	Act Code	SOURCE Descr	Last Yr Amt	YTD Amount	2019 Budget	Next Yr Budget	UnderLin
FUND 801 ECONOMIC DEVELOPMENT AUTHORITY							
ECONOMIC DE	801-000000-031010	PROPERTY TAX LEV	\$103,410.00	\$48,964.50	\$97,929.00	\$97,909.87	_____
	801-000000-031059	TIF APPLICATION F	\$0.00	\$2,700.00	\$0.00	\$0.00	_____
	801-000000-031900	PENALTY & INT ON	\$0.00	\$0.00	\$0.00	\$0.00	_____
	801-000000-032100	GENERAL ADMINIST	\$12,434.12	\$5,991.98	\$11,831.90	\$11,212.65	_____
	801-000000-033130	GRANT PAYMENT -	\$0.00	\$0.00	\$0.00	\$0.00	_____
	801-000000-036210	INTEREST EARNING	\$319.03	\$262.30	\$300.00	\$300.00	_____
	801-000000-036230	DONATIONS	\$0.00	\$0.00	\$0.00	\$0.00	_____
	801-000000-036260	MISCELLANEOUS	\$0.00	\$0.00	\$0.00	\$0.00	_____
	801-000000-039200	TRANSFERS	\$0.00	\$0.00	\$0.00	\$0.00	_____
	801-000000-050100	REVOLVING LOAN P	\$0.00	\$0.00	\$0.00	\$0.00	_____
FUND 801 ECONOMIC DEVELOPMENT AUTHORITY			\$116,163.15	\$57,918.78	\$110,060.90	\$109,422.52	

CITY OF BELLE PLAINE
Expense Budget Worksheet

Act Code	OBJ Descr	Last Yr Amt	YTD Amount	2019 Budget	Next Yr Budget	UnderLine
FUND 801 ECONOMIC DEVELOPMENT AUTHORITY						
FUND Descr ECONOMIC DEVELOPMENT AUTHORITY						
DEPT Descr DEVELOPMENT						
801-460500-101100	OFFICE STAFF SAL	\$5,531.04	\$3,271.32	\$6,004.00	\$6,547.00	
801-460500-101110	DIRECTOR SALAR	\$44,992.08	\$26,163.76	\$54,815.00	\$59,645.00	
801-460500-108000	PER DIEM	\$3,000.00	\$1,520.00	\$4,000.00	\$4,000.00	
801-460500-121000	PERA DEDUCTION	\$3,765.51	\$2,323.72	\$4,560.00	\$4,964.00	
801-460500-121100	PAYROLL TAXES E	\$3,864.67	\$2,251.52	\$4,193.00	\$5,064.00	
801-460500-131000	HEALTH INSURAN	\$10,704.77	\$6,784.00	\$13,850.00	\$14,752.00	
801-460500-151000	WORKERS COMPE	\$600.00	\$0.00	\$600.00	\$600.00	
801-460500-195000	IMPRV GRANTS	\$2,647.50	\$2,125.00	\$8,000.00	\$8,000.00	
801-460500-201000	OFFICE SUPPLIES	\$193.23	\$12.69	\$800.00	\$800.00	
801-460500-202000	COPY EXPENSE	\$1,297.73	\$558.16	\$1,200.00	\$1,200.00	
801-460500-207000	EDUCATION /CON	\$339.05	\$411.26	\$1,000.00	\$1,000.00	
801-460500-208000	GENERAL SUPPLIE	\$7.14	\$3.72	\$500.00	\$500.00	
801-460500-301000	AUDITING & ACCO	\$0.00	\$0.00	\$0.00	\$0.00	
801-460500-304000	LEGAL FEES	\$2,508.00	\$234.50	\$2,500.00	\$2,500.00	
801-460500-306000	FILING FEES	\$0.00	\$0.00	\$0.00	\$0.00	
801-460500-311000	CONSULTING FEES	\$6,384.95	\$306.25	\$9,000.00	\$9,000.00	
801-460500-321000	TELEPHONE	\$1,423.31	\$816.00	\$1,200.00	\$1,200.00	
801-460500-322000	POSTAGE	\$310.92	\$293.99	\$500.00	\$500.00	
801-460500-331000	TRAVEL EXPENSE	\$0.00	\$0.00	\$250.00	\$250.00	
801-460500-341000	EMPLOYMENT ADV	\$0.00	\$0.00	\$0.00	\$0.00	
801-460500-343000	MARKETING & PR	\$5,141.67	\$599.00	\$1,239.05	\$1,239.05	
801-460500-351000	PUBLICATIONS	\$47.26	\$0.00	\$250.00	\$250.00	
801-460500-361000	GENERAL LIABILIT	\$600.00	\$0.00	\$600.00	\$600.00	
801-460500-384000	REFUSE DISPOSAL	\$0.00	\$0.00	\$250.00	\$250.00	
801-460500-411000	PROPERTY MAINT	\$62.48	\$0.00	\$0.00	\$0.00	
801-460500-433000	DUES & SUBSCRIP	\$345.00	\$295.00	\$250.00	\$250.00	
801-460500-435000	RESOURCE SUPPLI	\$0.00	\$0.00	\$100.00	\$100.00	
801-460500-570000	OFFICE EQUIPMEN	\$239.31	\$0.00	\$500.00	\$500.00	
801-460500-575000	COMPUTER EQUIP	\$1,236.68	\$415.49	\$1,500.00	\$1,500.00	
801-460500-720000	TRANSFERS	\$0.00	\$0.00	\$0.00	\$0.00	
DEPT 460500 DEVELOPMENT		\$95,242.30	\$48,385.38	\$117,661.05	\$125,211.05	
DEPT Descr GRANT PROJECT						
801-495100-303000	ENGINEERING FEE	\$0.00	\$0.00	\$0.00	\$0.00	
801-495100-311000	CONSULTING FEES	\$4,939.50	\$0.00	\$0.00	\$0.00	
DEPT 495100 GRANT PROJECT		\$4,939.50	\$0.00	\$0.00	\$0.00	
FUND Descr ECONOMIC DEVELOP		\$100,181.80	\$48,385.38	\$117,661.05	\$125,211.05	
FUND 801 ECONOMIC DEVELOPMEN		\$100,181.80	\$48,385.38	\$117,661.05	\$125,211.05	

CITY OF BELLE PLAINE
Revenues Budget Worksheet

FUND Descr	Act Code	SOURCE Descr	Last Yr Amt	YTD Amount	2019 Budget	Next Yr Budget	UnderLin
FUND 802 HOUSING/REDEVELOPE AUTHORITY							
HOUSING/RED	802-000000-031010	PROPERTY TAX LEV	\$4,656.00	\$87.50	\$175.00	\$10,295.00	_____
	802-000000-034109	REFUNDS/REIMBUR	\$0.00	\$0.00	\$0.00	\$0.00	_____
	802-000000-036210	INTEREST EARNING	\$671.21	\$432.10	\$500.00	\$500.00	_____
FUND 802 HOUSING/REDEVELOPE AUTHORITY			\$5,327.21	\$519.60	\$675.00	\$10,795.00	

CITY OF BELLE PLAINE
Expense Budget Worksheet

Act Code	OBJ Descr	Last Yr Amt	YTD Amount	2019 Budget	Next Yr Budget	UnderLine
FUND 802 HOUSING/REDEVELOPE AUTHORITY						
FUND Descr HOUSING/REDEVELOPE AUTHORITY						
DEPT Descr DEVELOPMENT						
802-460500-108000	PER DIEM	\$0.00	\$80.00	\$0.00	\$120.00	
802-460500-190000	INCENTIVE PROGR	\$1,000.00	\$0.00	\$6,000.00	\$10,000.00	
802-460500-201000	OFFICE SUPPLIES	\$0.00	\$0.00	\$150.00	\$150.00	
802-460500-202000	COPY EXPENSE	\$0.00	\$0.00	\$125.00	\$125.00	
802-460500-207000	EDUCATION /CON	\$0.00	\$0.00	\$200.00	\$200.00	
802-460500-304000	LEGAL FEES	\$0.00	\$0.00	\$100.00	\$100.00	
802-460500-311000	CONSULTING FEES	\$0.00	\$0.00	\$0.00	\$0.00	
802-460500-322000	POSTAGE	\$0.00	\$0.00	\$50.00	\$50.00	
802-460500-331000	TRAVEL EXPENSE	\$0.00	\$0.00	\$0.00	\$0.00	
802-460500-401000	BUILDING MAINTEN	\$0.00	\$0.00	\$0.00	\$0.00	
802-460500-433000	DUES & SUBSCRIP	\$0.00	\$0.00	\$50.00	\$50.00	
DEPT 460500 DEVELOPMENT		\$1,000.00	\$80.00	\$6,675.00	\$10,795.00	
FUND Descr HOUSING/REDEEVEL		\$1,000.00	\$80.00	\$6,675.00	\$10,795.00	
FUND 802 HOUSING/REDEVELOPE		\$1,000.00	\$80.00	\$6,675.00	\$10,795.00	



MEMORANDUM

DATE: August 12, 2019
TO: EDA President Krant, EDA Board Members, and Administrator Meyer
FROM: Cynthia Smith Strack, Community Development Director
RE: Item 5.3 SCDP Grant Application Update

GENERAL INFORMATION

The City Council, following EDA recommendation, approved a grant contract for the Small Cities Development Program. Following are updates:

1. Community meetings set. Grant Consultant Chelsea Alger will be presenting information to residents and commercial property owners in meetings scheduled for Wednesday, Sept. 11th. There will be a meeting with Downtown property owners at 5:30 and residents in the target area at 6:30 p.m. Alger will prepare a mailing and survey which staff will distribute prior to the meeting. An advertisement will be placed in the Herald and we will distribute information through cable and Facebook. Information will be mailed to approximately 550 addresses.
2. Street amenity eligibility. DEED has noted landscape architectural plans are necessary for consideration of funding of street amenities through SCDP. Such plans will not be available prior to the pre-application deadline. Therefore, consideration of street amenities in our consolidated plan is no longer recommended.
3. Grant administration. Staff plan to meet with Scott County CDA representatives later this week regarding grant administration.

ACTION

For information only.



MEMORANDUM

DATE: August 12, 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 August.

Planning Commission

The Planning Commission will meet at 6:30 p.m. on August 12th. Agenda items include:

- Public Hearing/Recommendation: Planned unit development 100 block of Court Street East proposed by Scott Schmidt. Development consists of two rental duplexes on one lot of record.
- Public Hearing/Recommendation: Accessory dwelling unit code amendment.
- Belle Court Apartments Resolution certifying consistency with Comprehensive Plan

Other

- Discussion Façade Improvement Loan program with one business lead.
- Zoning information to two businesses.
- Verification of property listings with CoStar.
- SCDP grant application coordination.
- Coordinate review of final TIF application – Belle Court Apartments.
- Coordinate review of PUD plans for 100 Block Court Street East.
- Property use issue – 961 Meridian Street South.
- Attend Chamber meeting.
- Attend Chamber networking.
- Follow up Jane Properties Subdivision outstanding items.
- Coordinate final review of 2040 Comp Plan with TCMC staff.
- Housing score, subdivision/vacant lot, and ALOHA reports completed and submitted to TCMC.
- Code compliance issues processed.