

**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