

**BELLE PLAINE ECONOMIC DEVELOPMENT AUTHORITY  
REGULAR MEETING  
AUGUST 12, 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, August 12, 2019 at City Hall, 218 North Meridian Street, Belle Plaine, MN. Commissioner Krant called the meeting to order with Commissioners Fahey, Pankonin, Coop and Meyer present.

Also present was Community Development Director Smith Strack.

**2. APPROVAL OF AGENDA.**

MOTION by Commissioner Coop, 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 July 15, 2019.**

MOTION by Commissioner Coop, second by Commissioner Fahey, to approve the Regular Session Minutes of July 15, 2019. ALL VOTED AYE. MOTION CARRIED.

**4. TREASURERS REPORT. 4.1. Approval of Bills.**

The Treasurers report was omitted and will be available for review at the September meeting.

**5. BUSINESS.**

**5.1. EDA/HRA Program Review.**

Community Development Director Smith Strack reviewed the EDA/HRA 2020 Program activities. Smith Strack explained the EDA ROSE Grant program budgeted \$8,000 each year since 2017 for the program. Smith Strack noted the year to date expenditures total \$3,625 or 45% of the budgeted expense. Smith Strack explained discussion regarding broadening the program has been considered to reestablish a component to assist with signage. Smith Strack noted the ROSE program could be paired with an application for Small Cities Development Program grant funds.

Smith Strack explained the HRA down payment assistance program began in 2017 to assist income qualified residents with the purchase of a new home. Smith Strack noted the program has never been used. Smith Strack requests discussion regarding the future of this program noting the program guidelines were included in the packet.

Smith Strack explained the HRA revitalization/energy efficiency program. A total of \$6,000 was included in the 2019 budget for this program combined with the down payment assistance program. Smith Strack explained one application for revitalization is pending and requests discussion regarding the future of this program.

Smith Strack explained the EDA discussed the potential to create an incentive to assist with the creation of and take down rate for new residential lots. Smith Strack noted specifically discussion on building permit plan review and permit fee waivers for new home permits issued in residential subdivisions platted after a certain date. Smith Strack explained staff discussed the legitimacy of such a program with the City Attorney's office, which finds the program feasible.

Smith Strack explained a preliminary application to the Small Cities Development Program is being pursued. Smith Strack explained the SCDP grant program components being proposed include owner occupied rehabilitation and the potential to fortify the application and maximize potential program benefit by pairing it with local incentive programs.

Smith Strack requested discussion on all proposed requests. Commissioner Coop suggested not moving forward with option four creating an incentive to assist with take down rate for new residential rates. Commissioner Pankonin cited the incentive could be a breaking point allowing developer to break ground. Pankonin noted his preference for the incentive going to residents rather than developers. Commissioner Meyer agreed incentives going to new subdivisions is a worthwhile incentive. Meyer inquired on if any new subdivisions are in progress. Smith Strack explained discussions on two potentially new developments. It was the consensus of the commission to look for new lots for the incentive rather than building permits. Pankonin inquired on the revitalization program. Smith Strack explained the revitalization program can be paired with the Small Cities Development Program. Coop inquired if the Small Cities Development Program is low income. Smith Strack confirmed. Coop inquired if the grant could then be used for new housing. Smith Strack explained the grant could not be used for new housing rather it could be paired with a revitalization grant or Energy Efficiency program if the requester is within the target area. Smith Strack confirmed Meyer's inquiry on the amount of the grant, adding the incentive is the same amount no matter how big the project is. Coop expressed his interest in global warming and research of other communities and how they combat it. Smith Strack explained she will reach out to other communities with specialized departments for information on.

Commissioner Pankonin questioned if the ROSE Grant is too restrictive as less than half of the funds are used to date. Smith Strack explained after signage was removed, as an approved grant use applications slowed down, discussion regarding the addition of signage was a topic in 2019. It was the consensus of the group to no longer fund the HRA Down Payment Assistance and move forward with option four, an incentive of a fee waiver.

## **5.2. 2020 Annual Budget.**

Community Development Director Smith Strack explained the City Council will examine a potential preliminary budget at the August 18 City Council meeting. Smith Strack requested input on the 2020 annual budget. Smith Strack explained the budget worksheets for the revolving loan fund (800), Economic Development Authority (801), and HRA (802). Smith Strack noted the EDA/HRA are special revenue funds and the revenue stream is primarily from a special taxing district, which allows for HRA/EDA to levy of up to 0.0185% of the estimated market value. Smith Strack explained the projection for 2020 is about \$10,000.00 more than in 2019. Smith Strack noted in past years a spend down of the fund balance was budgeted and is forecasted at \$15,788.00 due to wages, insurance and faculty insurance.

Commissioner Coop inquired if a downtown street project is being researched. Community Development Director Smith Strack confirmed a street project is being discussed. Commissioner Meyer inquired on the staff person budgeted. Smith Strack explained devoting more staff resources to Community Development would mean adding a front desk staff member. The impact on the preliminary budget is a wash as the additional position would be from general administration. Commissioner Pankonin inquired on the reduction in the marketing budget. Smith Strack explained inserts no longer go in the utility bills thus reducing the cost.

Motion by Commissioner Meyer, second by Commissioner Fahey to approve the annual budget as presented. ALL VOTED AYE. MOTION CARRIED.

## **6. ADMINISTRATIVE REPORTS.**

### **6.1. Commissioner Comments.**

Commissioner Pankonin inquired on a bike trail out of the City. Community Development Director Smith Strack explained Scott County is researching trails. Pankonin inquired if the City promotes the current trail system. Smith Strack confirmed some promotion is done and a review of the regional plan as well. Commissioner Krant inquired on the Renaissance Festival movement to Jordan. Commissioner Meyer explained he has no new information at this time.

#### **6.2. Director's Update.**

Community Development Director Smith Strack highlighted the director's report. Smith Strack noted the upcoming Belle Court Tiff Public Hearing on September 9 and the City Council Public Hearing on September 16.

#### **6.3. Upcoming Meetings.**

##### **1. Regular Session, 5:00 pm, Monday, September 9, 2019.**

Commissioners were reminded of upcoming meetings as listed.

#### **7. ADJOURNMENT OF REGULAR SESSION.**

MOTION by Commissioner Coop, second by Commissioner Fahey, to adjourn the meeting at 5:55 PM.  
ALL VOTED AYE. MOTION CARRIED.

Respectfully submitted,

Renee Eyrich  
Recording Secretary