



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

MONDAY, FEBRUARY 10, 2025
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 February 10, 2025.

4. TREASURERS REPORT.

4.1. Approval of Bills.

5. BUSINESS.

5.1. ROSE Loan Request – Belle Plaine Food Shelf 128 Meridian St N

6. ADMINISTRATIVE REPORTS.

6.1. Commissioner Comments.

6.2. Director's Update.

6.3. Upcoming Meetings.

1. Regular Session, 5:00 pm, **Monday, April 14, 2025.**

7. ADJOURN.

There may be a quorum of the Belle Plaine City Council present at the meeting.

**BELLE PLAINE ECONOMIC DEVELOPMENT AUTHORITY
REGULAR MEETING
FEBRUARY 10, 2025**

PLEDGE OF ALLEGIANCE.

Vice President Evans 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 5:01 PM on Monday, February 10, 2025 at City Hall, 218 North Meridian Street, Belle Plaine, MN. Vice President Evans called the meeting to order with Commissioners Duklet, Krant, Buck, Cox and Stacey present. Commissioner Elect Fahey was also present.

Also present Community Development Director Smith Strack.

2. OATH OF OFFICE.

2.1. Pat Fahey

Commissioner Pat Fahey took the Oath of Office.

3. APPROVAL OF AGENDA.

MOTION by Commissioner Stacey, second by Commissioner Krant, to approve the Agenda as presented. ALL VOTED AYE. MOTION CARRIED.

4. ELECTION OF OFFICERS.

President – MOTION by Commissioner Buck, second by Commissioner Cox, to appoint Commissioner Duklet as President. Commissioners Buck, Cox, Evans, Fahey and Stacey VOTED AYE. Commissioner Duklet ABSTAINED. MOTION CARRIED.

Commissioner Duklet preceded over the remainder of the meeting.

Vice President – MOTION by Commissioner Stacey, second by Commissioner Cox, to appoint Commissioner Evans as Vice President. Commissioners Stacey, Cox, Duklet, Buck, Cox and Fahey VOTED AYE. Commissioner Evans ABSTAINED. MOTION CARRIED.

Treasurer – MOTION by Commissioner Evans, second by Commissioner Cox, to appoint Commissioner Buck as Treasurer. Commissioner Evans, Cox, Fahey, Stacey and Duklet VOTED AYE. Commissioner Buck ABSTAINED. MOTION CARRIED.

Assistant Treasurer – MOTION by Commissioner Stacey, second by Commissioner Cox, to appoint Commissioner Krant as Assistant Treasurer. Commissioners Stacey, Cox, Fahey, Evans and Duklet VOTED AYE. Commissioner Krant ABSTAINED. MOTION CARRIED.

Secretary – Recording Secretary Renee Eyrich is appointed as secretary.

5. APPROVAL OF MINUTES.

5.1. Regular Session Minutes of January 13, 2025.

MOTION by Commissioner Stacey, second by Commissioner Evans, to approve the Regular Session Minutes of January 13, 2025. ALL VOTED AYE. MOTION CARRIED.

6. TREASURERS REPORT.

6.1. Approval of Bills.

MOTION by Commissioner Duklet, second by Commissioner Buck, to approve the Treasurers Report as presented. ALL VOTED AYE. MOTION CARRIED.

7. BUSINESS.

7.1. EDA Roles/Responsibilities

Community Development Director Smith Strack reviewed the EDA roles and responsibilities with a slideshow.

Commissioner Stacey inquired on the City federal funding. Community Development Director Smith Strack explained the City is not awaiting any federal funding. The City has in the past received federal funding and the funds are in a City fund to use for specified purposes.

Commissioner Duklet inquired if the Commission reallocated funds from the city funded revolving loan fund in 2024. Community Development Director Smith Strack explained that it was discussed but it did not happen. Strack noted the City had \$30,000 in the City funded RLF in 2024 and \$10,000 was going to be added in 2025.

Commissioner Stacey inquired on the what impact a referendum will have on Economic Development. Community Development Director Smith Strack explained healthy public institutions have a positive effect on the City's prospects for economic development. Smith Strack explained the School Board will reach out to the City if a letter of support is needed for funding.

The Commission held a brief discussion on the 2050 plan and population.

8. ADMINISTRATIVE REPORTS.

8.1. Commissioner Comments.

Community Development Director Smith Strack thanked Commissioner Duklet for presenting the EDA report at the Council meeting.

8.2. Director's Update.

Community Development Director Smith Strack reviewed the Directors report and including the application for a MN Green Core member for the Community Development Department.

8.3. Upcoming Meetings.

1. Regular Session, 5:00 pm, **Monday, March 10, 2025.**

The Commission was reminded of the upcoming tentative meetings as listed.

8. ADJOURN.

MOTION by Commissioner Evans, second by Commissioner Cox, to adjourn the meeting at 5:48 PM. ALL VOTED AYE. MOTION CARRIED.

Respectfully Submitted,

Renee Eyrich
Recording Secretary



MEMORANDUM

Economic Development Authority

| | |
|---------------------|---|
| DATE: | March 10, 2025 |
| FROM: | Cynthia Smith Strack, Community Development Director |
| AGENDA ITEM: | 4.1. Approve Payment of Claims |
| BACKGROUND: | The EDA approves accounts payable for the EDA Fund (801) and the HRA Fund (802). Below, please find claims from February 2025 for your consideration. |
| ACTION: | For approval via MOTION |
| SIGNATURE: | <i>Cynthia Smith Strack</i> |

| ACCOUNT | DESCRIPTION | VENDOR | AMOUNT |
|-----------------|---------------------------|----------------------------|------------------|
| 801460500202000 | EDA: USAGE CONTRACT | METRO SALES INC | \$ 256.66 |
| 801460500207000 | EDA: SAFETY TRAINING | SAFE ASSURE CONSULTANTS, I | \$ 432.00 |
| 801460500208000 | EDA: GENERAL SUPPLIES | ELAN FINANCIAL SERVICES | \$ 10.57 |
| 801460500321000 | EDA: 2/25 PHONE | CADY BUSINESS TECHNOLOGIES | \$ 31.97 |
| 801460500322000 | EDA: POSTAGE | PURCHASE POWER | \$ 57.15 |
| 801460500575000 | EDA: COMPUTER MAINTENANCE | PC2 SOLUTIONS | \$ 140.36 |
| 801460500575000 | EDA: COMPUTER MAINTENANCE | PC2 SOLUTIONS | \$ 7.32 |
| TOTAL | | | \$ 936.03 |



MEMORANDUM

Economic Development Authority

| | |
|---------------------|--|
| DATE: | March 10, 2025 |
| FROM: | Cynthia Smith Strack, Community Development Director |
| AGENDA ITEM: | 5.1. ROSE Loan Food Shelf Awning Recovering |
| BACKGROUND: | <p>Belle Plaine Food Shelf Inc. (Betsy Ollhoff) has applied for a ROSE loan to replace existing awnings at 128 Meridian St N. Please find associated information attached. The Design Committee reviewed/approved the proposed awning on March 3, 2025.</p> <p>ROSE loan guidelines allow a \$1 owner to \$1 grant level for recovering of awnings. The ROSE program matrix is in the packet.</p> <p>An estimate from Acme Awning in the amount of \$3500.00 is included with the application. The awnings would appear to be eligible for an \$1500 ROSE loan.</p> <p>A total of \$10,000 was budgeted for the ROSE loans this year. No projects have been approved in 2025.</p> <p>Consideration of the request is requested. Resolution 25-01 is available for consideration.</p> |
| ATTACHMENTS: | <ul style="list-style-type: none">• Application and estimate• Resolution 25-01: A Resolution Approving Terms of a ROSE Program Loan to Belle Plaine Food Shelf Inc., 128 Meridian Street North. |
| ACTION: | Consider ROSE Loan – Resolution 25-01: A Resolution Approving Terms of a ROSE Program Loan to Belle Plaine Food Shelf Inc. 128 Meridian Street North. |
| SIGNATURE: | |

7771 1/2001 2/10/01

**BELLE PLAINE ECONOMIC DEVELOPMENT AUTHORITY
RESTORATION, OPPORTUNITY, SUSTAINABILITY AND ENTERPRISE (ROSE) PROGRAM
APPLICATION FOR FUNDS**

Company Information:

Name of Business: Belle Plaine Food Shelf

Current Address: 128 N Meridian St.

Telephone: _____ E-mail _____

Primary Contact Person: Pat Ollhoff

Title: Facility Manager

Telephone: _____

Nature of Business: _____

Form of Business Organization:

- CD Purchaser Tenant Operator Other 501-C Business
 Sole Proprietorship Limited Partnership _____
 Partnership Corporation (Cooperative)

Number of Employees: Total: 1 Full-Time: _____ Part-Time: 60+ Volunteers

Property Owner(s): Belle Plaine Food Shelf Inc.

Number of years in businesses in Belle Plaine: 14 Years

Project Description:

Briefly describe the nature of the project: Replace front of Building
+ front Entry Door Awning

Approximate Amount Requested: \$1500⁰⁰

Attach copies of all quotes/estimates for proposed work, at least two contractors shall submit quotes.

Funds to be used for: _____

Is the proposed building a conforming use or legal non-conforming use under the City of Belle Plaine's Zoning Ordinance? Yes No

What is the estimated completion date for the project?: IN Spring
When Weather IS Good

I have read, understand, and agree to comply with the Policy for the ROSE Loan Program of the Belle Plaine Economic Development Authority and the City of Belle Plaine.

Pat Ollhoff
Applicant Signature

Pat Ollhoff
Applicant Name (printed)

Pat Ollhoff
Property Owner Signature

Property Owner Signature
2-26-25
Date

| | |
|---|--|
| For Office Use Only: | |
| <input type="checkbox"/> Reviewed by: _____ Approved: _____ Denied: _____ | <input type="checkbox"/> Invoice submitted: _____ Amount: _____ Date Paid: _____ |
| <input type="checkbox"/> Reviewed by Design Committee Approved: _____ Denied: _____ | |



AWNING

www.AcmeAwning.com

3206 BLOOMINGTON AVENUE—MINNEAPOLIS, MN 55407—

—FAX

| Proposal Submitted To | Work To Be Performed At |
|-------------------------------------|--|
| Name Belle Plaine Food Shelf | <p>Same</p> <p>Street _____</p> <p>City _____ State _____ Ziip _____</p> <p style="text-align: center;">02-27-25</p> |
| Street 128 N Meridian Street | |
| City Belle Plaine MN 56011 | |

Recover two (2) existing welded frame stationary awnings.

Traditional Style A - Soft Valances.

1 - 5' tall x 3' projection x 20' 6" wide
White logo/lettering per plan.

1 - 3' 6" tall x 3' projection x 6' 6" wide
Match existing White lettering.

Choice of standard Sunbrella cover color (#4644 Charcoal Grey?).

Straight or Scalloped soft valances.

Total \$3,500.00

Permits extra.

50% Deposit Required

Respectfully submitted by Acme Awning Company

Per Brian Kelly

ACCEPTANCE OF PROPOSAL

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Date _____ Signature _____

1. We hereby propose to furnish the materials and perform the labor necessary for completion of description above.
2. Any alteration or deviation from the above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance upon above work. Workmen's Compensation and Public Liability insurance on and above work to be taken out by Acme Awning.
3. All material is guaranteed to be as specified, above work to be performed in accordance with the drawings and specifications submitted and completed in a substantial workmanlike manner.
4. This proposal may be withdrawn by us if not accepted within 30 days.
5. Retention of Title: Acme Awning Company owns the awnings until full payment is received



BELLE PLAINE AREA

FOOD SHELF

Gray
Blue



BELLE PLAINE AREA
FOOD SHELF

FOOD SHELF

FOOD SHELF

Belle Plaine Area Food Shelf

Belle Plaine Area
**FOOD
SHELF**

HOURS
Wednesday
5:00 pm to 7:00 pm
Saturday
9:00 am to 11:00 am
Belle Plaine Area Food Shelf
862-583-1711

128

Food Shelf

Belle Plaine Area Food Shelf

Belle Plaine Area
**FOOD
SHELF**

HOURS
Wednesday
5:00 pm to 7:00 pm
Saturday
9:00 am to 11:00 am
shel@belleplaineil.com
952.933.1713

128



RESTORATION, OPPORTUNITY, SUSTAINABILITY & ENTERPRISE PROGRAM

| Proposed Activity | Required Property Owner to Loan* Match | Investment Rationale |
|---|--|---|
| Building additions & new construction consistent with zoning code & approved by the DC | \$1:\$1 | The City/EDA prioritizes projects which result in credible and lasting improvements visible from public streets and sidewalks. The City/EDA also prioritizes projects retaining and restoring important features of historic structures. As such projects involving these activities are of a higher priority for grant dollars. Larger projects resulting in increases in tax value are preferred. |
| New awnings | \$1:\$1 | |
| Replacement awnings structural | \$1:\$1 | |
| New or substantial improvement of building entrances, e.g. porticos or expanded windows | \$1:\$1 | |
| Building adornment improvements reminiscent of historical building construction | \$1:\$1 | |
| Building upgrades reminiscent of historical building construction | \$1:\$1 | |
| Placement/Replacement high quality exterior building materials | \$1:\$1 | |
| Repointing, structures of potential historical significance | \$1:\$1 | |
| Brick repair, structures of potential historical significance | \$1:\$1 | |
| Repair of stucco | \$1:\$1 | |
| Replacement of stucco | \$1:\$1 | |
| Expansion of street level building openings (i.e. windows, doors) in the CBD | \$1:\$1 | \$3 owner to \$1 grant ratio |
| Signage - must meet sign code standards; must complete design review if needed | \$3:\$1 | |
| Re-roofing | \$5:\$1 | The City/EDA recognizes building maintenance & beautification efforts are valuable. As such major maintenance & landscaping projects are eligible for program funds. |
| Painting | \$5:\$1 | |
| Residing | \$5:\$1 | |
| Replacement of existing windows and/or doors with new windows/doors in same openings | \$5:\$1 | |
| Landscaping, including planters and baskets | \$5:\$1 | |
| Changing of awnings due to tenant or occupancy change | May constitute ≤ 50% of local match | The City/EDA recognizes value in certain activities that, when paired with eligible activities, increase the value of a project. Projects involving ancillary activities may constitute a portion of the required local property owner match but are not eligible for grant dollars. |
| Relocation of windows and/or doors | May constitute ≤ 50% of local match | |
| Interior physical improvements to the structure | May constitute ≤ 50% of local match | |
| HVAC, electrical, and mechanical upgrades | May constitute ≤ 50% of local match | |
| Building acquisition | May constitute ≤ 50% of local match | |
| Trash or mechanical enclosures | May constitute ≤ 50% of local match | The City/EDA finds these types of activities are not appropriate for investment under the restoration, opportunity, sustainability, and enterprise grant program. |
| Access improvements required under the Americans with Disabilities Act | May constitute ≤ 50% of local match | |
| Sweat equity | Not eligible for program | |
| Activities including a reduction in window/door openings in the Central Business District | Not eligible for program | |
| Activities not consistent with City and/or Building Code | Not eligible for program | |
| Activities proposed by applicants not in good standing with the City | Not eligible for program | |
| Activities on property owned by persons not in good standing with the City | Not eligible for program | |

* Maximum loan typically \$1,500

**BELLE PLAINE ECONOMIC DEVELOPMENT AUTHORITY
RESOLUTION NO. 25-01**

**RESOLUTION APPROVING TERMS OF A ROSE PROGRAM LOAN TO
BELLE PLAINE FOOD SHELF INC.
128 MERIDIAN STREET NORTH**

BE IT RESOLVED BY the Board of Commissioners (the "Board") of the Belle Plaine Economic Development Authority (the "Authority"), as follows:

1. Façade Improvement Loan Program. The City and the Belle Plaine Economic Development Authority (the "EDA") previously approved the EDA's Restoration, Opportunity, Sustainability, and Enterprise (ROSE) Program which provides financial support for improvements to commercial properties in our community, and which is administered by the EDA.

2. Request for Loan. Belle Plaine Food Shelf Inc. (the Property Owner and Applicant), has requested a 2025 ROSE loan in the amount of one thousand five hundred dollars (the "Loan") in order to finance re-covering of awnings at 128 Meridian Street North (the "Property").

3. Proposed Terms of Loan. The Loan is to be made from the EDA's Façade Improvement Loan Program in the amount of \$1,500.00 for calendar year 2025. Said loan shall be forgiven provided that the Borrower remains in business on the Property for at least one year following the disbursement of the Loan or transfers ownership of the business to another entity that maintains the business in the improved building for at least one year following disbursement of the Loan. The obligation of the Borrower to repay the Loan in the event that any portion of the principal amount of the Loan is not forgiven will be evidenced by a Promissory Note (the "Note") to be delivered by the Borrower.

4. Board Approval. The Board hereby approves the Loan proposed to be provided to the Borrower contingent on:

- a. Execution of a promissory note by the Property Owner.
- b. Submittal (to the office of the Community Development Director) of a completed W-9 from the contractor.

5. Promissory Note. The Board has had an opportunity to review the Note to be executed by the Borrower. The Board hereby approves the form of Note.

6. Effective Date. This resolution shall be effective as of the date hereof.

Approved by the Board of Commissioners of the Belle Plaine Economic Development Authority this 10th day of March, 2025.

BELLE PLAINE ECONOMIC
DEVELOPMENT AUTHORITY

Sarah Duklet, EDA President


ATTEST

Cynthia Smith Strack, Community Development Director



MEMORANDUM

Economic Development Authority

| | |
|---------------------|---|
| DATE: | March 10, 2025 |
| FROM: | Cynthia Smith Strack, Community Development Director |
| AGENDA ITEM: | 6.2. Director's Update |
| REPORT: | <p>Design Committee The Design Committee met on March 3rd to review a proposed awning.</p> <p>Planning Commission The Planning Commission will meet after the EDA meeting. At the meeting the PZC will hold a public hearing on city code amendment allowing cultivation of cannabis in the downtown under a conditional use permit. The Commission will also hold a public hearing on a variance request from Belle Plaine Schools.</p> <p>Other</p> <ul style="list-style-type: none">• Zoning information/assistance to two commercial entities.• Follow up SCDP grant close out.• EDA gala.• Compile data regarding code enforcement.• Compile information regarding outdoor storage, parking, and nuisance codes.• Growth poll.• Code review (zoning) assistance for building/zoning permits.• City communications. |
| SIGNATURE: |  |