



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. OATH OF OFFICE.

2.1. Pat Fahey

3. APPROVAL OF AGENDA.

4. ELECTION OF OFFICERS.

5. APPROVAL OF MINUTES.

5.1. Regular Session Minutes of January 13, 2025.

6. TREASURERS REPORT.

6.1. Approval of Bills.

7. BUSINESS.

7.1. EDA Roles/Responsibilities

8. ADMINISTRATIVE REPORTS.

8.1. Commissioner Comments.

8.2. Director's Update.

8.3. Upcoming Meetings.

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

8. ADJOURN.

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

**BELLE PLAINE ECONOMIC DEVELOPMENT AUTHORITY
JANUARY 13, 2025**

PLEDGE OF ALLEGIANCE.

President Pankonin 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, January 13, 2025 at City Hall, 218 North Meridian Street, Belle Plaine, MN. President Pankonin called the meeting to order with Commissioners Duklet, Krant, Buck, Cox and Stacey present. Commissioner Evans was not present.

Also present was Community Development Director Smith Strack.

2. OATH OF OFFICE.

2.1. Rex Stacey

Commissioner Rex Stacey took the Oath of Office.

3. APPROVAL OF AGENDA.

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

4. APPROVAL OF MINUTES. 4.1. Regular Session Minutes of December 9, 2024.

MOTION by Commissioner Duklet, second by Commissioner Buck, to approve the Regular Session Minutes of December 9, 2024. ALL VOTED AYE. MOTION CARRIED.

5. TREASURERS REPORT. 5.1. Approval of Bills.

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

6. BUSINESS.

6.1. EDA Annual Report to Council.

Community Development Director Smith Strack reviewed the Annual EDA Report, the Goals for 2025 and how the EDA wants to present to Council.

It was the consensus of the Council to move forward with presentation to Council with Commissioners Duklet and Cox representing the EDA.

MOTION by Commissioner Pankonin, second by Commissioner Duklet, to approve the EDA Annual Report and move forward with presentation to Council. ALL VOTED AYE. MOTION CARRIED.

7. ADMINISTRATIVE REPORTS.

7.1. Commissioner Comments.

Commissioner Pankonin inquired if the Cambria building was waiting for the TIF approval before demolition. Community Development Director Smith Strack confirmed.

7.2. Director's Update.

Community Development Director Smith Strack highlighted the report, Thanked Commissioner Pankonin for his service to the Community and noted incoming member Pat Fahey.

Commissioner Pankonin inquired on the rumors of cannabis in the Downtown. Community Development Director Smith Strack confirmed there is a storefront in the Downtown who is intending on running a micro business and who is intending to apply for cultivation in the Downtown.

Discussion was held regarding the cannabis licensing and registration.

7.3. Upcoming Meetings.

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

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

8. ADJOURN.

MOTION by Commissioner Duklet, second by Commissioner Krant, to adjourn the meeting at 5:45 PM.
ALL VOTED AYE. MOTION CARRIED.

Respectfully Submitted,

Renee Eyrich
Recording Secretary



MEMORANDUM

Economic Development Authority

DATE:	February 10, 2025
FROM:	Cynthia Smith Strack, Community Development Director
AGENDA ITEM:	4.1. Election of Officers
BACKGROUND:	<p>Under the EDA enabling resolution, organization officers are elected at the first meeting following appointments. Expected process is to accept nominations and then close nomination and vote via motion.</p> <p>The current Vice President, EDA Member Evans, will solicit nominations for EDA President. Following election of the President, the newly elected (or reelected) President shall preside over the meeting.</p> <p>The following appointments are requested: President (last year former member Pankonin) Vice President (last year Evans) Treasurer (last year Duklett) Assistant Treasurer (last year Krant) Secretary (last year Eyrich)</p>
ACTION:	Election of officers for 2025
SIGNATURE:	<i>Cynthia Smith Strack</i>



MEMORANDUM

Economic Development Authority

DATE:	February 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 January 2025 for your consideration.
ACTION:	For information only
SIGNATURE:	<i>Cynthia Smith Strack</i>

ACCOUNT	DESCRIPTION	VENDOR	AMOUNT
801460500202000	EDA: JAN USAGE CONTRACT	METRO SALES INC	\$ 209.62
801460500321000	EDA: JAN PHONE	CADY BUSINESS TECHNOLOGIES	\$ 31.97
801460500343000	EDA GALA CARDS	US POSTAL SERVICE	\$ 78.43
801460500575000	ANNUAL WEBSITE HOSTING	CIVICPLUS, LLC	\$ 904.61
TOTAL			\$ 1,224.63



MEMORANDUM

Economic Development Authority

DATE:	February 10, 2025
FROM:	Cynthia Smith Strack, Community Development Director
AGENDA ITEM:	EDA Roles/Responsibilities
BACKGROUND:	We have a few new members joining us in 2025. In an effort to help everyone start the year from the same point we will review roles/responsibilities. New members will receive information on a USB drive at the meeting. The information includes documents pertinent to your role as DC member and background information. We will review roles and responsibilities at the meeting.
ACTION:	For information only
SIGNATURE:	<i>Cynthia Smith Strack</i>

CITY OF BELLE PLAINE

ECONOMIC DEVELOPMENT AUTHORITY

OVERVIEW

Thank you for serving as an Economic Development Authority Board Member! The Belle Plaine EDA coordinates and administers economic development and redevelopment plans and programs on behalf of the City. The City Council has oversight power in most matters relating to financing, development plan approval, and economic development planning. The EDA is a seven-member board which includes two representatives from the City Council. Non-Council appointees to the EDA serve six-year terms, officers are elected by members on an annual basis, and meetings follow Robert's Rules Of Order.

Service Expectations

Members of the public appointed to boards, committees and commissions provide a valuable service to the public and their service is greatly appreciated. Members are also viewed as representatives of the City of Belle Plaine. As such, certain expectations are present:

- Members are to comply with both the letter and spirit of the laws and policies affecting City government, including but not limited to those pertaining to: open meetings, conflict of interest, social media, and data privacy;
- Members are expected to be prepared for meetings and attend meetings regularly. Members are to be professional and cordial in interactions with the public, other committee members, and staff. Members are to function effectively as a group, contribute to a positive image for the City, and be impartial and fair in judgment and actions;
- Members are expected to support and maintain a positive and constructive governmental place of business for citizens and businesses dealing with the City.

Economic Development Defined

For our purposes we will define economic development as:

- The creation of wealth within the City of Belle Plaine. Wealth can be created in one of two ways: entities within the City can grow in wealth or investment sources external to the City can grow wealth in the City.
- Increased wealth can take various forms such as: increasing rooftops (growing housing); increased jobs (growing employment); growing businesses (constructing buildings); and expanding demand for retail and services (capturing demand from community members, tourists, highway travelers).
- A few reminders: To generate wealth, the numbers have to make sense; if the project doesn't sufficiently cash flow it is unlikely to become a reality. Also, the local economy doesn't respect political boundaries – collaboration is productive.

EDA's Role In Economic Development

While the EDA can obviously not control the economy, there are specific steps that have been proven effective in generating wealth:

- Removing impediments to the creation of wealth, in other words "setting the table" for economic development.
- Work with those creating wealth.
- Promote redevelopment and infill development.
- Build capacity for information exchange – every idea starts with one person, ten people listening for that one person's idea could be effective; but, twenty is doubly effective.
- EDA members must be patient and realistic. Leave no stone unturned, but remember a batting average of .240 to .250 is average.

A CLOSER LOOK

Tools of the Trade

Each EDA Member should be familiar with the following resources:

- The Belle Plaine Comprehensive Plan, as it may be amended. This is the City's guide to overall development and redevelopment of the City. It includes a vision for the future and a policy framework to guide that vision. A specific section is devoted to economic competitiveness.
- Technical resources and financial incentives available through the EDA/City, regional entities, the State (Department of Employment and Economic Development) and the federal government (particularly Rural Development). Information available [at the city website](#).
- TIF/abatement policy, revolving loan fund policy, ROSE loan policy, etc.
- The EDA sets goals annually. In preparation for goal setting we look at certain metrics and reflect on EDA core functions including:
 - Organizational development: For this function, we focus on maintaining and enhancing the capacity of the EDA as an economic development organization. For example, making sure we attend meetings prepared, being active in budget development and administration related to economic development, and setting goals and making progress toward them.
 - Market development: For this function, we contemplate outreach actions including an online and social media presence, production of marketing materials, and participation in local and regional events/establishments.
 - Infrastructure development: For this function, we strive to 'set the table' for economic development. Activities include monitoring the creation of shovel ready commercial and industrial lots, streamlining the development review process, marketing of available properties, and matching available infrastructure to what businesses need.
 - Business development: These are strategies implemented to retain and attract business. Activities included in this core function are related to: business attraction, business retention/expansion efforts; downtown revitalization; housing construction/revitalization; meetings, research, and information sharing with qualified project contacts and representatives; and administration of technical/financial assistance programs

Helpful Tips

A few tips:

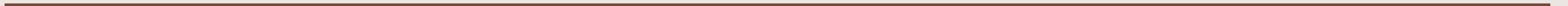
- Set clear goals everyone knows.
- Understand how the City makes decisions. For example, don't wait until there is a project where you must choose between tax abatement and tax increment – know what makes sense before the project arises.
- Seek to provide and receive healthy feedback on EDA effectiveness.
- Remain innovative.
- Define whose input is missing; reach out to them.
- Commit to continual learning – through success but even more importantly through mistakes.



BPEDA

Roles

Responsibilities



Overview

Thank you for serving as an EDA Board Member!

- BPEDA partially administers economic development and redevelopment plans and programs on behalf of the City
- Council has oversight power in most matters relating to financing, development plan approval, and economic development planning
- Seven-member board which includes two representatives from the City Council
- Non-Council appointees to the EDA serve six-year terms
- Officers are elected by members on an annual basis
- Meetings follow Robert's Rules Of Order



Service Expectations

Value & Representation

Your insight and service is valued and appreciated.

- ✓ You are a representative of "the city" so expectations and statutory regulations apply.

Compliance Regulations & Order

Government practice & procedures apply to you as a board & individually: data practices, open meeting, & conflict of interest.

- ✓ Respectful workplace.

Professional & Prepared

Read packet & attend meetings regularly.

- ✓ Professional and respectful contributions to meeting.
- Functional group, positive city image, & impartial/fair judgement and actions



What Is Economic Development?

✓ Economic Development Is . . .

The creation of wealth within the City of Belle Plaine. Wealth can be created in one of two ways: entities within the City can grow in wealth or investment sources external to the City can grow wealth in the City.

✓ What does economic development look like?

increasing rooftops (growing housing); increased jobs (growing employment); growing businesses (constructing buildings); and expanding demand for retail and services (capturing demand from community members, tourists, highway travelers).

✓ Good to Knows

No cash flow = no go; numbers have to make sense

Econ. Devl doesn't respect political boundaries, collaboration is good

EDA exercises HRA powers too





EDA's Role in Economic Development

- ◆ Remove impediments; 'set the table'
- ◆ Work with those creating 'wealth' internal or external to city
- ◆ Housing is basic element of economic development and a fundamental human need comes before work, wealth
- ◆ Promote redevelopment and infill
- ◆ Build capacity for information exchange – every idea starts with one person, ten people listening for that one person's idea could be effective; but, twenty is doubly effective
- ◆ Patience and realism have a place; but remember we'll have far more strikeouts than home runs.



"We will do everything we can to help you do your best work."

Staff's Commitment



Tools of the Trade

◆ Local Planning & Regulatory Framework

Destination 2040 Comprehensive Plan includes land use, housing and economic competitive goals/policies

Business subsidy policy

◆ Local Programs

Tax abatement

Tax increment financing

Revolving loan funds

Special programs

Façade (ROSE) forgivable loan

HRA facade, energy efficiency grant

Technical assistance

◆ County & State Resources

Scott County CDA First Stop Shop

Mn Department of Employment & Economic Development





Core Functions

Organizational Development

EDA org capacity: meeting preparation, budget development, goal setting, policy recommendations, etc.

Market Development

Media presence, marketing materials, participation in local and regional events/establishments, etc.

Infrastructure Development

Setting the table for economic development - programs and infrastructure (streets, land, pipe in ground, capacity)

Business Development

Efforts to retain & attract business

Open Meeting Law

- Training from League of Mn Cities included on USB
- When a public body meets it must:
 - Provide advance notice
 - Allow public to attend
- Prohibit secret meetings
- Protect public's right to
 - Be fully informed
 - Detect improper influence
 - Present its views
- Assume openness



Data Practices Act

- Presentation from League of Mn Cities included on USB
- Assumes data is public
- Regulates collection, creation, storage, maintenance, dissemination, and access to government data
- Applies to planning commissions, advisory boards, HRA, EDA, etc.
- All data collected, created, received, maintained or disseminated by any government entity regardless of its physical form, storage media or conditions of use.





Helpful Tips

Communication

Set clear goals that everyone knows

Define whose input is missing, reach out to them

Provide and receive healthy feedback

Understand Process

Understand how the City makes decisions. For example, don't wait until there is a project where you must choose between tax abatement and tax increment – know what makes sense before the project arises

Commit to Improving

Innovate and change with the times.

Reflect. Adjust. Plan.



Questions or Comments?





MEMORANDUM

Economic Development Authority

DATE:	February 10, 2025
FROM:	Cynthia Smith Strack, Community Development Director
AGENDA ITEM:	8.2. Director's Update
REPORT:	<p>Design Committee The Design Committee did not meet in February.</p> <p>Planning Commission The Planning Commission will meet after the EDA meeting.</p> <p>Other</p> <ul style="list-style-type: none">• Zoning information/assistance to four commercial entities.• Cannabis code amendment review.• Attended SCWMO plan update advisory commission meeting.• Attended 2050 Met Council Planners Advisory Board meeting.• Attended OCM Webinar – Low Potency Hemp Products licensing.• Subdivision code update.• Code review (zoning) assistance for building/zoning permits.• City communications.
SIGNATURE:	