



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

MONDAY, JUNE 9, 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 April 14, 2025.

4. TREASURERS REPORT.

4.1. Approval of Bills.

5. BUSINESS.

5.1. ROSE Loan Request – Oaken House LLC – 211 Meridian St S

6. ADMINISTRATIVE REPORTS.

6.1. Commissioner Comments.

6.2. Director's Update.

6.3. Upcoming Meetings.

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

PLEDGE OF ALLEGIANCE.

President Duklet 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, April 14, 2025 at City Hall, 218 North Meridian Street, Belle Plaine, MN. Vice President Evans called the meeting to order with Commissioners Krant, Buck, Fahey, Stacey and Duklet. Commissioner Cox was not present.

Also present was Community Development Director Smith Strack.

2. APPROVAL OF AGENDA.

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

3. APPROVAL OF MINUTES. 3.1. Regular Session Minutes of March 10, 2025.

MOTION by Commissioner Buck, second by Commissioner Stacey, to approve the Regular Session Minutes of March 10, 2025. ALL VOTED AYE. MOTION CARRIED.

4. TREASURERS REPORT. 4.1. Approval of Bills.

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

5. BUSINESS.

5.1. ROSE Loan Request – The Belle’s Bistro 101500 Enterprise Drive

Community Development Director Smith Strack reviewed the ROSE loan request for The Belle’s Bistro noting the Lessee Cristian Pino’s and the building owner Jeff Melin applied together. Smith Strack explained the Aluminum signage is proposed for the front and the rear of the building. Smith Strack explained the two quotes are provided and noted the applicants have decided on the aluminum sign with a loan amount of \$600.00.

Commissioner Fahey inquired on the cabinet lighting. Community Development Director Smith Strack explained the flat aluminum signage is preferred with no lighting.

Commissioner Evans inquired when the restaurant will open. Applicant representative Efrain explained they are shooting for a May 4-5 opening.

Commissioner Fahey inquired what items they are waiting on. Efrain explained the fire suppression is being reviewed.

MOTION by Commissioner Evans, second by Commissioner Stacey, to approve the ROSE Loan Request for The Belle’s Bistro. ALL VOTED AYE. MOTION CARRIED.

5.2. ROSE Loan Request – Steel Horse Tavern – 114 Meridian Street North

Community Development Director Smith Strack reviewed the ROSE Loan request from Steel Horse Tavern. Smith Strack explained the two windows are proposed to become garage doors in the future. Smith Strack explained the awnings are eligible for a \$1,500.00 loan and noted the awnings and garage doors were approved by the Design Committee. Smith Strack explained a condition of the approval will be to get an invoice.

Commissioner Buck inquired if the awnings were measured appropriately to allow for the garage doors. Community Development Director confirmed as stated by the applicant.

Commissioner Stacey inquired if the Committee is on pace to exhaust the money. Community Development Director confirmed noting the fund is typically depleted annually.

MOTION by Commissioner Duklet, second by Commissioner Fahey, to approve the ROSE Loan Request for Steel Horse Tavern. ALL VOTED AYE. MOTION CARRIED.

6. ADMINISTRATIVE REPORTS.

6.1. Commissioner Comments.

No comments were made.

6.2. Director's Update.

Community Development Director Smith Strack highlighted the Directors Report along with recent inquiries.

Commissioner Evans inquired if the pool was going to be built this year at the Hickory Grove Apartments. Community Development Director Smith Strack confirmed.

6.3. Upcoming Meetings.

1. Regular Session, 5:00 pm, **Monday, May 12, 2025.**

The Commission was reminded of the upcoming tentative meetings.

7. ADJOURN.

MOTION by Commissioner Evans, second by Commissioner Fahey, to adjourn the meeting at 5:16. ALL VOTED AYE. MOTION CARRIED.

Respectfully Submitted,

Renee Eyrich
Recording Secretary



MEMORANDUM

Economic Development Authority

DATE:	June 9, 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 April and May 2025 for your consideration.
ACTION:	For approval via MOTION
SIGNATURE:	<i>Cynthia Smith Strack</i>

FUND	DESCRIPTION	VENDOR	AMOUNT
801460500108000	1-2025 EDA: 2025 QTR 1 PER DIEM	BUCK, ASHLEY	\$ 150.00
801460500108000	1-2025 EDA: 2025 1ST QTR PER DIEM	COX, STEVEN	\$ 150.00
801460500108000	01-2025 EDA: 2025 Q1 PER DIEM	DUKLET, SARAH	\$ 100.00
801460500108000	01-2025 EDA: 2025 Q1 PER DIEM	FAHEY, PATRICK	\$ 100.00
801460500108000	01-2025 EDA: 2025 Q1 PER DIEM	KRANT, RICK	\$ 150.00
801460500108000	01-2025 EDA: 2025 Q1 PER DIEM	PANKONIN, ASHTON	\$ 50.00
801460500108000	1-2025 EDA: 2025 1ST QTR PER DIEM	EVANS, JAMES	\$ 150.00
801460500108000	1-2025 EDA: 2025 1ST QTR PER DIEM	STACEY, REX	\$ 150.00
801460500202000	INV2760082 EDA: USAGE CONTRACT	METRO SALES INC	\$ 209.62
801460500202000	EDA: COPY PAPER	ODP BUSINESS SOLUTIONS, LL	\$ 10.50
801460500207000	EDA: TRAINING	ELAN FINANCIAL SERVICES	\$ 6.45
801460500207000	EDA: TRAINING	ELAN FINANCIAL SERVICES	\$ 85.00
801460500321000	107670 EDA: PHONE	CADY BUSINESS TECHNOLOGIES	\$ 31.97
801460500575000	EDA: COMPUTER EQUIPMENT/MAINT	ELAN FINANCIAL SERVICES	\$ 114.21
801460500575000	40525008 EDA: COMPUTER EQUIP/MAINT.	PC2 SOLUTIONS	\$ 65.00
801460500202000	EDA: COPY PAER	ODP BUSINESS SOLUTIONS, LL	\$ 5.25
801460500202000	EDA: USAGE CONTRACT	METRO SALES INC	\$ 277.25
801460500321000	108543 EDA: PHONE	CADY BUSINESS TECHNOLOGIES	\$ 31.97
801460500322000	1027306270 EDA: POSTAGE METER SUPPLIES	PITNEY BOWES	\$ 20.80
801460500322000	04-2025 EDA: POSTAGE	PURCHASE POWER	\$ 57.15
801460500407420	9292 EDA:ROSE LOAN 128 N MERIDIAN	ACME AWNING	\$ 1,500.00
802460500407410	042625 HRA: ENERGY EFFICIENT GRANT	LAWLER, LINDA	\$ 1,000.00
802460500407410	051325 HRA: ASH TREE REMOVAL&REPLACE	MYERS, SHEILA	\$ 500.00
TOTAL			\$ 4,915.17



MEMORANDUM

Economic Development Authority

DATE:	June 9, 2025
FROM:	Cynthia Smith Strack, Community Development Director
AGENDA ITEM:	5.1. ROSE Loan Oaken House LLC
BACKGROUND:	<p>Oaken House LLC, Mona and Ben Altman, have applied for a ROSE loan to assist with (re)placement of overhead garage doors 201 Meridian Street South. Please find associated information attached.</p> <p>ROSE loan guidelines allow a \$5 owner to \$1 grant level for re-dooring. Project costs submitted total \$8,806. ROSE loan eligibility would appear to be \$1,500.</p> <p>A total of \$10,000 was budgeted for the ROSE loans this year with \$6,400 remaining.</p> <p>Review of the application is requested. Resolution 25-04 is available for consideration.</p>
ATTACHMENTS:	<ul style="list-style-type: none">• Application and estimate• Resolution 25-04: A Resolution Approving Terms of a ROSE Program Loan to Oaken House LLC, 201 Meridian Street South.
ACTION:	Consider ROSE Loan issuance
SIGNATURE:	

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

Company Information:

Name of Business: Oaken House LLC

Current Address: 2115 Meridian St Belle Plaine

Telephone: _____ E-mail _____

Primary Contact Person: Mona Altman

Title: owner

Telephone: _____

Nature of Business: cabinets and custom woodworking

Form of Business Organization:

- | | | |
|---------------------------------------------------------|----------------------------------------------------|--------------------------------------|
| <input type="checkbox"/> CD Purchaser | <input type="checkbox"/> Tenant Operator | <input type="checkbox"/> Other _____ |
| <input checked="" type="checkbox"/> Sole Proprietorship | <input type="checkbox"/> Limited Partnership _____ | |
| <input type="checkbox"/> Partnership | <input type="checkbox"/> Corporation (Cooperative) | |

Number of Employees: Total: 2 Full-Time: 1 Part-Time: 1

Property Owner(s): Ben and Mona Altman
Oaken House LLC

Number of years in businesses in Belle Plaine: 5

Project Description:

Briefly describe the nature of the project: new garage door
install (replacement).

Approximate Amount Requested: \$1500

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

Funds to be used for: new garage doors - materials
and install

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?: 4-6 weeks

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.


Applicant Signature

Mona K. Altman
Applicant Name (printed)


Property Owner Signature

Mona K. Altman
Property Owner Signature

05/20/25
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: _____	



GARAGE DOORS AND OPENERS
RESIDENTIAL & COMMERCIAL SALES & SERVICE
SINCE 1946

5/19/2025
Altman LLC
201 South Meridian St
Belle Plaine, MN 56011

Doorlink Commercial Model #6500
Steel-Back Insulated R-Value: 10.25 Color: Black

<u>Item</u>	<u>Price</u>
12'6"x11'9" Doors	-\$3,058.00 (each)

Doorlink Flush Panel Model #3650
Steel-Back Insulated R-Value: 10.25 Color: Black

<u>Item</u>	<u>Price</u>
12'6"x11'9" Doors	\$3,203.00 (each) X 2

The above quotes include new track, hardware, and springs. Custom Door Sales uses commercial grade track and hardware. Hinges are 14ga galvanized steel. 15,000 cycle springs and nylon 11 ball bearing rollers are used for smoother operational doors.

115 mph wind load is also included in pricing above.

Liftmaster Opener

<u>Item</u>	<u>Price</u>
Liftmaster 98032 Side-Mount Openers*	\$1,200.00 (each) X 2

*Includes 2-3 button transmitters each, one keyless entry and LED Lights. Comes with MYQ technology which allows you to open and close your garage door via a smart phone or internet connection anywhere.

~~\$8,806~~

At this point we can hold quotes for 30 days.

Dean Johnson
Custom Door Sales, Inc
5005 Hillsboro Ave N
New Hope, MN 55428

**BELLE PLAINE ECONOMIC DEVELOPMENT AUTHORITY
RESOLUTION NO. 25-04**

**RESOLUTION APPROVING TERMS OF A ROSE PROGRAM LOAN TO OAKEN HOUSE LLC
201 MERIDIAN STREET SOUTH**

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. Oaken House LLC, Mona and Ben Altman (the "Property Owners" and the "Applicants") have requested a 2025 ROSE loan in the amount of one thousand five hundred dollars (the "Loan") in order to finance façade improvements installation and replacement of overhead doors at 201 Meridian Street South (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 9th day of June, 2025.

BELLE PLAINE ECONOMIC
DEVELOPMENT AUTHORITY

James Evans, EDA President

ATTEST

Cynthia Smith Strack, Community Development Director



MEMORANDUM

Economic Development Authority

DATE:	June 9, 2025
FROM:	Cynthia Smith Strack, Community Development Director
AGENDA ITEM:	6.2. Director's Update
REPORT:	<p>Design Committee The Design Committee did not meet in June.</p> <p>Planning Commission The Planning Commission will meet after the EDA meeting. At the meeting the PZC will review potential code amendments to detached accessory structures and exterior materials in residential districts.</p> <p>Other</p> <ul style="list-style-type: none">• Attend Metropolitan Council Planning Advisory Committee.• Attend Chamber meeting.• Attend Chamber networking.• Attend MPCA meeting regarding energy reviews (free)• Facilitate sale of city property.• Conversations with four residential developers.• Met with fiber provider regarding overbuild.• Zoning information/assistance to five commercial entities.• Review ROSE loan request, process a two others.• Draft three ordinances relating to accessory structures and exterior materials in residential districts.• Code review (zoning) assistance for building/zoning permits.• City communications.
SIGNATURE:	