



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

**MONDAY, OCTOBER 13, 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 August 11, 2025.

**4. TREASURERS REPORT.**

4.1. Approval of Bills.

**5. BUSINESS.**

5.1. **Resolution 25-07:** ROSE Loan Request: 139 Main Street East (Riverview Coffee)

5.2. Market Opinion Letter – Hafemann Property

5.3. Meeting Decorum Policy

**6. ADMINISTRATIVE REPORTS.**

6.1. Commissioner Comments.

6.2. Director's Update.

6.3. Upcoming Meetings.

1. Regular Session, 5:00 pm, **Monday, November 10, 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  
AUGUST 11, 2025**

**PLEDGE OF ALLEGIANCE.**

President Duklet 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 11, 2025 at City Hall, 218 North Meridian Street, Belle Plaine, MN. President Duklet called the meeting to order with Commissioners Krant, Buck, Fahey, Stacey, Evans and Cox.

Also present was Community Development Director Smith Strack.

**2. APPROVAL OF AGENDA.**

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

**3. APPROVAL OF MINUTES. 3.1. Regular Session Minutes of June 9, 2025.**

MOTION by Commissioner Stacey, second by Commissioner Fahey, to approve the Regular Session Minutes of June 9, 2025 as presented. ALL VOTED AYE. MOTION CARRIED.

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

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

**5. BUSINESS.**

**5.1. Resolution 25-05: ROSE Loan Request: 121 Willow Street North (Rucks)**

Community Development Director Smith Strack reviewed the ROSE Loan Request from Chris and Janene Meyer owners of 121 Willow Street North. Smith Strack noted the exterior paint and pallet changes along with the awnings on the storefront. Smith Strack explained the Design Committee reviewed and approved the proposed changes and noted the one to one match up to \$1,500.00 applies and funds are available.

MOTION by Commissioner Fahey, second by Commissioner Evans, to approve Resolution 25-05: ROSE Loan for 121 Willow Street North. ALL VOTED AYE. MOTION CARRIED.

**5.2. Resolution 25-06: ROSE Loan Request: 908 Main Street East (Belle Plaine Motorsports)**

Community Development Director Smith Strack reviewed the ROSE Loan Request for Dale and Lori Otto owners of 908 Main Street East. Smith Strack explained a new wall sign and pylon change our signage is requested. Smith Strack noted a three to one grant match is available for signage in the Business District and explained a \$1,500.00 ROSE Loan Grant applies and funds are available.

MOTION by Commissioner Evans, second by Commissioner Cox, to approve Resolution 25-06; ROSE Loan Request for 908 Main Street East. ALL VOTED AYE. MOTION CARRIED.

**5.3. Market Opinion Letter Cost Share – Hafemann Property**

Community Development Director Smith Strack explained the 2025 EDA programming budget includes funds for non-specific program uses and is intended to provide for EDA participation in a range of projects, studies, and other opportunities. Smith Strack explained Jessica and Cory Hafemann own 11.5 acres and 6.5 acre parcels abutting 169 and Energy Drive. Smith Strack noted the parcels have been marked for several years and calls of interest have included commercial, industrial and residential end uses. Smith Strack explained the value of a market opinion letter and the scope of services from Maxfield Research. Smith Strack explained the proposed cost of the opinion is not to exceed \$2,600.00 with the EDA asked to consider investing \$2,000.00 for the study and Hafemann's \$600.00 to enter a contract.

The Commission held engaging conversation with staff and the applicants on the property and steps taken thus far.

MOTION by Commissioner Evans, second by Commissioner Cox, to approve the funds for the Market Opinion Letter Cost Share for the Hafemann Property. ALL VOTED AYE. MOTION CARRIED.

#### **5.4. 2026 EDA/HRA Budget**

Community Development Director Smith Strack reviewed the 2026 EDA/HRA Budget and explained the 801 (EDA) and 802 (HRA) Funds are revenue funds generated from a levy allowed under Mn. Statutes. Smith Strack explained reviewed the proposed budget notes along with the proposed incentive programs and guidelines. Smith Strack asked for discussion and a motion on the budget and program guidelines.

The Commission held discussion regarding funding opportunities and availability. The Commission recommends the following for program funding: ROSE loan program \$10,000, Non-Programmed \$15,000, City funded Revolving Loan Fund \$10,000. Total EDA programs \$35,000. The RLF amount needs to be transferred to the dedicated RLF account on an annual basis.

The EDA recommends funding the HRA Revitalization and Energy Efficiency Program in the amount of \$10,000.

MOTION by Buck, second by Stacey, to keep the programs the same as 2025. ALL VOTED AYE. MOTION CARRIED.

MOTION by Duklet, second by Fahey, to approve the proposed budget. 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 reviewed her report and highlighted the article attached regarding information on Data Centers.

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

1. Regular Session, 5:00 pm, **Monday, September 8, 2025.**

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

### **7. ADJOURN.**

Belle Plaine Economic Development Authority  
Regular Session  
August 11, 2025  
UNAPPROVED

Page 3 of 3

MOTION by Commissioner Evans, second by Commissioner Duklet, to adjourn the meeting at 5:50 PM.  
ALL VOTED AYE. MOTION CARRIED.

Respectfully Submitted,

Renee Eyrich  
Recording Secretary



# MEMORANDUM

Economic Development Authority

<b>DATE:</b>	October 13, 2025
<b>FROM:</b>	Cynthia Smith Strack, Community Development Director
<b>AGENDA ITEM:</b>	4.1. Approve Payment of Claims
<b>BACKGROUND:</b>	The EDA approves accounts payable for the EDA Fund (801) and the HRA Fund (802). Below, please find claims from August and September 2025 for your consideration.
<b>ACTION:</b>	For approval via MOTION
<b>SIGNATURE:</b>	<i>Cynthia Smith Strack</i>

FUND ACCOUNT	DESCRIPTION	VENDOR	AMOUNT
801460500202000	EDA: USAGE CONTRACT	METRO SALES INC	\$ 137.24
801460500321000	111591 EDA: 08/25 PHONE	CADY BUSINESS TECHNOLOGIES	\$ 31.93
801460500108000	2-2025 EDA: 2025 2ND QTR PER DIEM	STACEY, REX	\$ 100.00
801460500202000	EDA: COPY PAPER	ODP BUSINESS SOLUTIONS, LL	\$ 15.58
801460500202000	EDA: USAGE CONTRACT	METRO SALES INC	\$ 107.00
801460500321000	112534 EDA: 09/25 PHONE	CADY BUSINESS TECHNOLOGIES	\$ 31.93
801460500322000	09-2025 EDA: POSTAGE	PURCHASE POWER	\$ 57.15
801460500343000	EDA: CHAMBER COFFEE	ELAN FINANCIAL SERVICES	\$ 33.49
801460500407420	20-9133708 EDA:ROSE LOAN OAKEN HOUSE	CUSTOM DOOR SALES, INC	\$ 1,500.00
801460500575000	90425014 EDA: COMPUTER EQUIP/MAINT	PC2 SOLUTIONS	\$ 37.50
802460500407410	081925 HRA: ASH TREE REMOVAL GRANT	TAYLOR, ASHLEY	\$ 500.00
<b>TOTAL</b>			<b>\$ 2,551.82</b>



# MEMORANDUM

Economic Development Authority

<b>DATE:</b>	October 13, 2025
<b>FROM:</b>	Cynthia Smith Strack, Community Development Director
<b>AGENDA ITEM:</b>	5.1. ROSE Loan Riverview Coffee – 139 Main Street East
<b>BACKGROUND:</b>	<p>Jim Troutfetter (President, Riverview Coffee) and Jon Lonnemon (Property Owner) have applied for a ROSE Loan to assist with the installation of an awning at 139 Main Street East. The awning has been installed (scheduling efficiencies). The Design Committee will need to sign off on the awning, after the fact.</p> <p>ROSE loan guidelines allow a \$1 owner to \$1 grant level for new awnings.</p> <p>An invoice from Acme Awning in the amount of \$1,750.00 is included with the application. The awnings would appear to be eligible for an \$875.00 ROSE loan.</p> <p>A total of \$10,000 was budgeted for the ROSE loans this year with \$1,900 remaining.</p> <p>Review of the application is requested. Resolution 25-07 is available for consideration.</p>
<b>ATTACHMENTS:</b>	<ul style="list-style-type: none"><li>• Application, estimate and sketch of proposed awnings</li><li>• Resolution 25-07: A Resolution Approving Terms of a ROSE Program Loan to Riverview Coffee, 121 Willow Street North.</li></ul>
<b>ACTION:</b>	Consider ROSE Loan issuance
<b>SIGNATURE:</b>	



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

Company Information:

Name of Business: Riverview Coffee

Current Address: 139 E. Main St.

Telephone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Primary Contact Person: Jim Trautfetter

Title: Pres.

Telephone: \_\_\_\_\_

Nature of Business: Coffee Shop

Form of Business Organization:

- CD Purchaser
- Sole Proprietorship
- Partnership
- Tenant Operator
- Limited Partnership
- Corporation (Cooperative) LLC
- Other \_\_\_\_\_

Number of Employees: Total: 8 Full-Time: \_\_\_\_\_ Part-Time: 8

Property Owner(s): Rent from Jon Louwman

Number of years in businesses in Belle Plaine: 3+

Project Description:

Briefly describe the nature of the project: Awning facing Main St.

Approximate Amount Requested: \$ 1500

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

Funds to be used for: Awning & installation

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?: \_\_\_\_\_

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.

[Signature]  
Applicant Signature

Jim Troutfetter  
Applicant Name (printed)

[Signature]  
Property Owner Signature

[Signature]  
Property Owner Signature

Sept 10 2025  
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

**901 ATLANTIC STREET — ST. PAUL, MN 55106 —**

Proposal Submitted To	Work To Be Performed At
Name <u>Riverview Coffee</u>	<b>Same</b>
Street <u>139 Main Street</u>	
City <u>Belle Plaine</u> State <u>MN</u> Zip <u>56011</u>	
Att: _____	

Complete welded frame stationary window awning.	
Traditional Style A - 8" Tall Hard Valance.	
North center window	
1 - 3' tall x 3' projection x 13' 4" wide	\$1,500.00
Sunbrella cover #4632 Ivy.	
White lettering per plan.	\$250.00
	<b>Total \$1,750.00</b>
\$875.00 to be paid down on order, \$875.00 billed to the city upon completion.	
Permits extra.	

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 ECONOMIC DEVELOPMENT AUTHORITY  
RESOLUTION NO. 25-07**

**RESOLUTION APPROVING TERMS OF A ROSE PROGRAM LOAN TO RIVERVIEW COFFEE  
139 MAIN STREET EAST (JON LONNEMON)**

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. Jim Troutfetter, President, Riverview Coffee (Applicant) and Jon Lonnemon (Property Owner, Applicant, Borrower) have requested a 2025 ROSE loan in the amount of eight hundred seventy five dollars (the "Loan") in order to finance façade improvements consisting of the installation of an awning at 139 Main Street East (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 \$875.00 for calendar year 2025. Said loan shall be forgiven provided that the Borrower ensures an operator 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.
- c. After the fact approval for awning from the Design Committee.

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 13<sup>th</sup> day of October, 2025.

BELLE PLAINE ECONOMIC  
DEVELOPMENT AUTHORITY

\_\_\_\_\_  
Sarah Duklet, EDA President

ATTEST


\_\_\_\_\_  
Cynthia Smith Strack, Community Development Director



# MEMORANDUM

Economic Development Authority

<b>DATE:</b>	October 13, 2025
<b>FROM:</b>	Cynthia Smith Strack, Community Development Director
<b>AGENDA ITEM:</b>	5.2. Market Opinion Letter Hafemann Property
<b>BACKGROUND:</b>	<p>The EDA authorized a cost-share in the drafting of a market opinion letter. The letter has been completed by Maxfield Research. The subject is a 11.5 ac and a 6.5 ac parcel abutting Highway 169 and Energy Drive owned by Cory and Jessica Hafemann.</p> <p>The letter provides valuable insight and recommendations:</p> <ul style="list-style-type: none"><li>• “By 2040, traffic along Highway 169 is projected to increase to 23,000 trips per day, while Enterprise Drive experiences 3,200 trips per day and daily traffic along South Meridian Street increases to 6,700 trips”</li><li>• “Overall, we find that the subject property offers excellent visibility to the local highway network, and it has convenient access to and from northbound lanes on Highway 169. Access to and from southbound Highway 169 is indirect, limiting the marketability of the Sites for commercial development, particularly retail”</li><li>• “While Belle Plaine has experienced a modest amount of new commercial development, residential building permit activity, notably for townhome and multifamily units has increased. A similar trend occurred across the Metro Area, although the number of permitted multifamily units declined sharply in the Metro Area during 2023 and 2024 after peaking in 2022.”</li><li>• “From 2015 through 2024, 424 housing units were permitted in the City of Belle Plaine. Approximately 37% of all residential units permitted during that time period were detached single-family units (157) and 14% were townhome units (60). Nearly half (49%) were units in multifamily structures (207)”.</li><li>• “Based on our review of the general characteristics and community orientation of the subject property, we find that both parcels could be a viable location for either commercial or multi-family residential land uses, and the comprehensive plan designation for future mixed-use development is appropriate”</li><li>• “Because of the location of the two properties along Highway 169 along with adjacent land uses, we do not consider the Sites to be suitable locations for low-density, single-family residential housing. As such, we do not recommend that the parcels be rezoned for single-family residential development. Additionally, rezoning the parcels for single-family residential would create a land use conflict with the existing Xcel Energy service center”.</li><li>• “Also, due in large part to the proximity of the two parcels to residential land uses, we do not consider the subject properties to be suitable locations for industrial development”.</li><li>• “We recommend that the Sites maintain their land use designation for future mixed-use commercial/residential development”.</li><li>• “The City should consider increasing flexibility in the land uses permitted on the Sites to allow the possibility of a multifamily residential</li></ul>

	<p>development, possibly through amendments to the zoning ordinance or through a Planned Unit Development”.</p> <ul style="list-style-type: none"><li>• “We anticipate that there will be growing demand for commercial goods and services in Belle Plaine over time, although recent market activity indicates that there will be higher short-term demand for multifamily residential land”.</li></ul> <p>Finally, the market opinion letter summarizes estimated land values for the two parcels based on different land use classifications, including multifamily residential, commercial, and industrial. The analysis indicates current pricing is favorable to market.</p>
<b>ACTION:</b>	For information only.
<b>SIGNATURE:</b>	



# MEMORANDUM

Economic Development Authority

<b>DATE:</b>	October 13, 2025
<b>FROM:</b>	Cynthia Smith Strack, Community Development Director
<b>AGENDA ITEM:</b>	5.3. Decorum Policy
<b>BACKGROUND:</b>	<p>In August the City Council adopted a Council Decorum Policy. The Council has since clarified the policy is to apply to all boards, committees, commissions, etc.</p> <p>The decorum policy is attached for EDA Board Member information. The policy applies to interactions between EDA Members (inter-committee) as opposed to interactions between the Board and the public audience or the Board and staff.</p> <p>Policy highlights are provided for EDA Board Member information:</p> <ul style="list-style-type: none"><li>• No councilmember (EDA Board Member) shall engage in private conversation or pass private messages while in the chamber in a manner so as to interrupt the proceedings of the council.</li><li>• No councilmember (EDA Board Member) shall leave his or her seat or make any noise of disturbance while a vote is being taken and until the result of the vote is announced.</li><li>• No councilmember (EDA Board Member) shall use profane or obscene words or unparliamentary language or use language that threatens harm or violence toward another person during a council meeting.</li><li>• No councilmember (EDA Board Member) shall speak on any subject other than the subject in debate.</li><li>• No councilmember (EDA Board Member) shall speak without being recognized by the chair: nor shall any councilmember interrupt the speech of another councilmember.</li><li>• No councilmember (EDA Board Member) shall engage in disorderly conduct that disturbs or disrupts the orderly conduct of any meeting.</li></ul> <p>The meeting chair i.e. EDA President or Vice President as the meeting moderator is responsible for enforcing the policy. Board members may appeal the Chair's ruling. If this happens a vote will be taken and the meeting will proceed from there.</p>
<b>ACTION:</b>	For information only.
<b>SIGNATURE:</b>	

# City Council Policy on Decorum in Meetings

## Section 1. Purpose

The purpose of this policy is to establish standards of conduct for City Councilmembers during official meetings, ensuring orderly, respectful, and efficient proceedings that promote democratic discussion and uphold the public trust.

## Section 2. Policy on Decorum

All City Councilmembers shall support the Presiding Officer in preserving order and decorum and in ensuring the efficient operation of Council meetings. Councilmembers are expected to conduct themselves in a manner that reflects integrity, professionalism, and respect for the democratic process.

No Councilmember shall engage in conduct that delays or interrupts the proceedings of the Council or that hinders honest, respectful discussion and debate.

City Council meetings shall be conducted in a courteous manner that:

- Recognizes the validity of differing points of view;
- Encourages open and fair democratic discussion; and
- Prohibits insults, slander, personal attacks, or threats directed at individuals or groups.

## Section 3. Rules for Participation in Council Meetings

City Councilmembers shall conduct themselves at council meetings in a manner consistent with the following:

### 3.1. Private Conversations and Distractions

No councilmember shall engage in private conversation or pass private messages while in the chamber in a manner so as to interrupt the proceedings of the council.

### 3.2. Conduct During Voting

No Councilmember shall leave his or her seat or make any noise of disturbance while a vote is being taken and until the result of the vote is announced.

### 3.3. Use of Offensive Language or Threats

No councilmember shall use profane or obscene words or unparliamentary language or use language that threatens harm or violence toward another person during a council meeting.

### 3.4. Relevance to Debate

No councilmember shall speak on any subject other than the subject in debate.

### 3.5. Recognition and Speaking Order

No councilmember shall speak without being recognized by the chair: nor shall any councilmember interrupt the speech of another councilmember.

### 3.6. Disorderly Conduct

No councilmember shall engage in disorderly conduct that disturbs or disrupts the orderly conduct of any meeting.

## **City Council Policy on Decorum in Meetings**

### **Section 4. Enforcement of Decorum**

If the Mayor/Presiding Officer alleges a breach of this policy on decorum, the decision may be appealed to a vote of the entire council. A majority vote of the Council shall decide the outcome of the appeal.

### **Section 5. Applicability**

This policy shall apply to all meetings of the City Council, including regular, special, emergency, and workshop sessions.

### **Section 6. Adoption and Amendment**

This policy shall become effective upon adoption by resolution of the City Council and may be amended by a majority vote of the Council.



# MEMORANDUM

Economic Development Authority

<b>DATE:</b>	October 13, 2025
<b>FROM:</b>	Cynthia Smith Strack, Community Development Director
<b>AGENDA ITEM:</b>	6.2. Director's Update
<b>REPORT:</b>	<p><b>Design Committee</b> The Design Committee did not meet in October.</p> <p><b>Planning Commission</b> The Planning Commission met in a joint work shop session with the City Council on October 6<sup>th</sup>.</p> <p><b>Other</b></p> <ul style="list-style-type: none"><li>• Attend 30 hour mediator certification training.</li><li>• Attend Met Council Policy Advisory Committee meeting.</li><li>• Attended GreenCorps supervisor training.</li><li>• Zoning information/assistance to two commercial entities.</li><li>• Process ROSE loan request.</li><li>• Code review (zoning) assistance for building/zoning permits.</li><li>• City communications.</li><li>• 2050 Comprehensive Plan System Statement received/reviewed.</li></ul> <p>In August the EDA reviewed preliminary 2026 budget information and discussed programs/funding for 2026. The Council has included the EDA recommendations in the preliminary budget resolution and certification.</p>
<b>SIGNATURE:</b>	