

Revised



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

MONDAY, DECEMBER 8, 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 November 10, 2025.

4. TREASURERS REPORT.

4.1. Approval of Bills.

5. BUSINESS.

5.1. **Resolution 25-09:** ROSE Loan Request: 106 Main Street East

5.2. HRA Residential Rehabilitation and Energy Efficiency Improvement Grant Program
Guidelines Interpretation.

5.3. 2026 Budget.

6. ADMINISTRATIVE REPORTS.

6.1. Commissioner Comments.

6.2. Director's Update.

6.3. Upcoming Meetings.

1. Regular Session, 5:00 pm, **Monday, January 12, 2026.**

7. ADJOURN.

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

**BELLE PLAINE ECONOMIC DEVELOPMENT AUTHORITY
REGULAR MEETING
NOVEMBER 10, 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, November 10, 2025 at City Hall, 218 North Meridian Street, Belle Plaine, MN. President Duklet called the meeting to order with Commissioners Krant, Buck, Stacey, Evans and Cox present. Commissioner Fahey was absent.

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 October 13, 2025.

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

4. TREASURERS REPORT. 4.1. Approval of Bills.

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

5. BUSINESS.

5.1. Resolution 25-08: ROSE Loan Request: 765 Enterprise Drive East

Community Development Director Smith Strack provided an overview of the ROSE Loan Request for 765 Enterprise Drive East.

Commissioner Buck inquired if the sign will be lit. Community Development Director Smith Strack confirmed it will be lit.

MOTION by Commissioner Duklet, second by Commissioner Stacey, to approve Resolution 25-08 ROSE Loan Request: 765 Enterprise Drive East. 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 the Director's Report.

6.3. Upcoming Meetings.

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

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

7. ADJOURN.

MOTION by Commissioner Evans, second by Commissioner Krant, to adjourn the meeting at 5:19PM.
ALL VOTED AYE. MOTION CARRIED.

Respectfully Submitted
Cynthia Smith Strack
Acting Recording Secretary

Renee Eyrich
Transcription



MEMORANDUM

Economic Development Authority

DATE:	December 8, 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 November 2025 for your consideration.
ACTION:	For approval via MOTION
SIGNATURE:	<i>Cynthia Smith Strack</i>

ACCOUNT	DESCRIPTION	VENDOR	AMOUNT
801460500202000	EDA: COPY PAPER	ODP BUSINESS SOLUTIONS, LL	\$ 15.58
801460500202000	INV2935047 EDA: USAGE CONTRACT	METRO SALES INC	\$ 138.79
801460500321000	114457 EDA: 11/25 PHONE	CADY BUSINESS TECHNOLOGIES	\$ 31.95
801460500322000	11-2025 EDA: POSTAGE	PURCHASE POWER	\$ 28.40
801460500384000	570505 EDA: 11/25 REFUSE	BUCKINGHAM COMPANIES	\$ 150.00
801460500407420	9586 EDA: ROSE LOAN 139 MAIN ST E	ACME AWNING	\$ 875.00
801460500575000	101825014 EDA: COMPUTER EQUIP/MAINT	PC2 SOLUTIONS	\$ 235.19
801460500575000	IN32847 EDA: MAINT FIBER LATERAL 2025	SCOTT COUNTY TREASURER	\$ 131.22
802460500407410	110725 HRA: ENERGY EFFICIENT GRANT	HOY, MICHELLE	\$ 1,000.00
802460500407410	100725 HRA: REPLACE ASH TREE GRANT	BRENKE, KAREN	\$ 500.00
802460500407410	100725 HRA: REPLACE ASH TREE GRANT	MORIARTY, FLORENCE	\$ 500.00
TOTAL			\$ 3,606.13



MEMORANDUM

Economic Development Authority

DATE:	December 8, 2025
FROM:	Cynthia Smith Strack, Community Development Director
AGENDA ITEM:	5.1. ROSE Loan 106 Main Street East
BACKGROUND:	<p>Ashton Pankonin, Pankonin Enterprises LLC proposes the expansion of an existing storefront window at 106 Main Street East. Pankonin has applied for a ROSE loan to assist with the new storefront window. Additional information is attached to this memo.</p> <p>The existing window is 35" X 58". The new window will be 65" X 58". Window style, glazing, and trim to match existing windows. The Design Committee reviewed/approved the proposed window replacement on December 1st.</p> <p>ROSE loan guidelines allow a 1:1 grant level for expansion of storefront openings like windows. An estimate included in the packet totals \$3,225.00. The window replacement would appear to be eligible for a \$1,500 ROSE Loan.</p> <p>A total of \$10,000 was budgeted for the ROSE loans this year and additional project funding was approved for unspecified projects. The remaining ROSE loan grant balance plus \$1,400 from the unspecified program funding is available to cover the requested grant.</p> <p>Consideration of the request is requested. Resolution 25-09 is available for consideration.</p>
ATTACHMENTS:	<ul style="list-style-type: none">• Application and estimate• Resolution 25-09
ACTION:	Consider Resolution 25-09: A Resolution Approving Terms of a ROSE Program Loan to Pankonin Enterprises, 106 Main Street East.
SIGNATURE:	

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

Company Information:

Name of Business: Pankovich Enterprises LLC

Current Address: 106 E main st Suite 104

Telephone: [REDACTED] E-mail: [REDACTED]

Primary Contact Person: Ashton Pankovich

Title: Owner

Telephone: [REDACTED]

Nature of Business: Retail/office space

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: 1 Full-Time: _____ Part-Time: 1

Property Owner(s): Ashton Pankovich

Number of years in businesses in Belle Plaine: 10 yrs

Project Description:

Briefly describe the nature of the project: Replace small window with larger window to give more of a retail/storefront look. Also add additional natural light.

Approximate Amount Requested: \$ 1,500

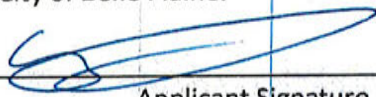
Attach copies of all quotes/estimates for proposed work, at least two contractors shall submit quotes.

Funds to be used for: Installing larger window

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?: March 2026
or sooner

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

Ashton Pankovich
Applicant Name (printed)


Property Owner Signature

Ashton Pankovich
Property Owner Signature

11/20/25
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: _____	

Paul Chard
Remodeling And Building Repair

320 South Walnut Belle Plaine 56011



Ashton Pankonin

106 East Main st. suite 104

Belle Plaine , MN.56011

Estimate; Replace picture window on front of building. Dimension 58"x65"

Remove old window , reframe opening , install new window, siding, sheetrock, taping, trim and paint.

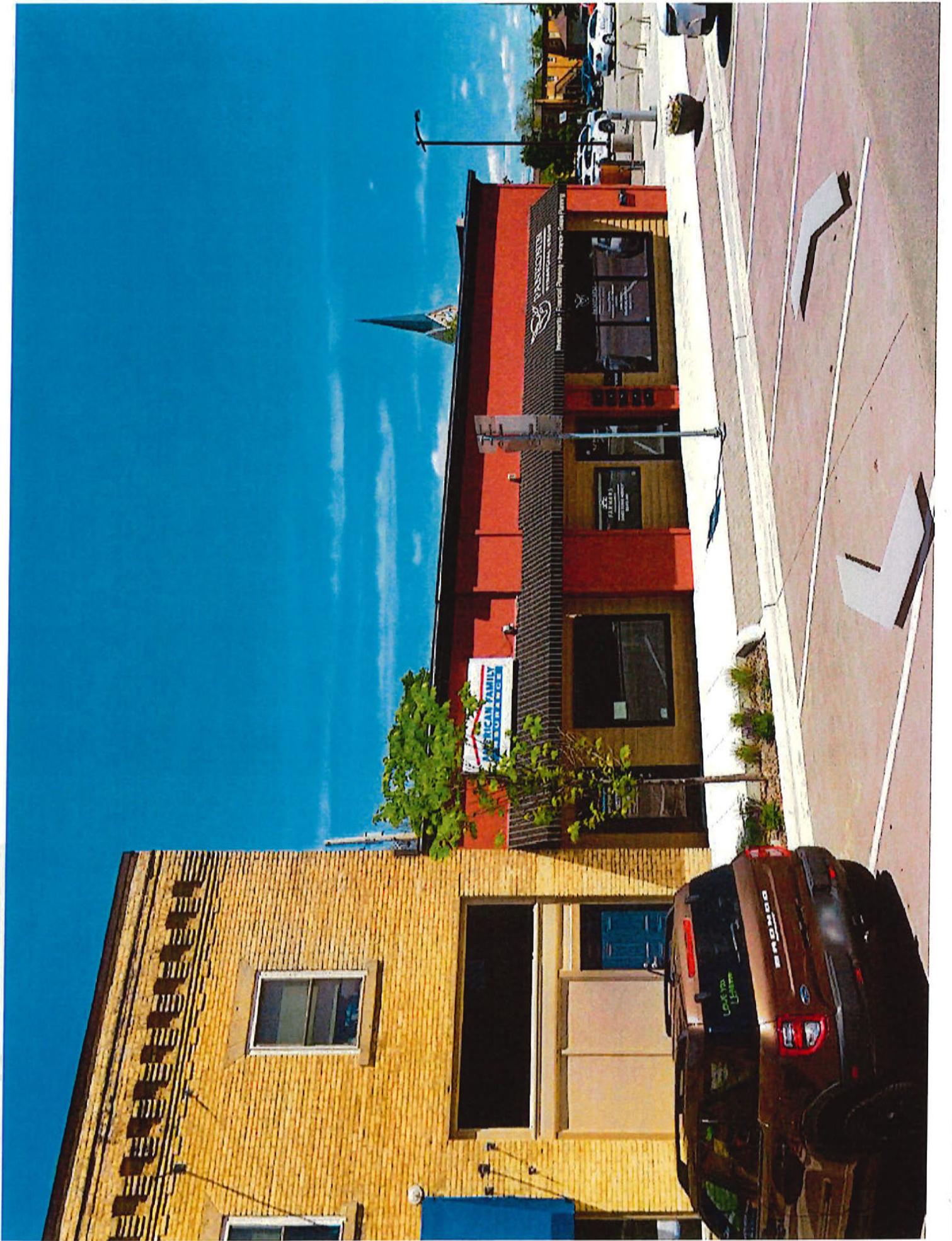
Price includes all demo and dump charges.

Materials and Labor

\$ 3225.00

Thank you

Paul Chard





Old window 58" x 35"
New window 58" x 65"
will match existing windows

**BELLE PLAINE ECONOMIC DEVELOPMENT AUTHORITY
RESOLUTION NO. 25-09**

**RESOLUTION APPROVING TERMS OF A ROSE PROGRAM LOAN TO
PANKONIN ENTERPRISES LLC 106 MAIN STREET EAST**

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. Ashton Pankonin, Pankonin Enterprises LLC proposes the expansion of an existing storefront window at 106 Main Street East (the "Property Owner" and the "Borrower"), has requested a 2025 ROSE loan in the amount of one thousand five hundred dollars (the "Loan") in order to finance façade improvements consisting of an expanded storefront window at 106 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 \$1500.00 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.
- c. Issuance of a building permit.

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 November, 2025.

BELLE PLAINE ECONOMIC
DEVELOPMENT AUTHORITY

Sarah Duklet, EDA President

ATTEST

Cynthia Smith Strack, Community Development Director



MEMORANDUM

Economic Development Authority

DATE:	December 8, 2025
FROM:	Cynthia Smith Strack, Community Development Director
AGENDA ITEM:	5.2. HRA Residential Rehabilitation and Energy Efficiency Program Guidelines
BACKGROUND:	<p>The EDA, exercising HRA powers provides for the Residential Rehabilitation and Energy Efficiency Improvement Grant Program. A question regarding eligibility has arisen and consideration/direction by the EDA is requested. The existing grant guidelines are subject to interpretation and do not expressly address a proposed activity.</p> <p>Please find a copy of the grant guidelines attached for reference. Please note:</p> <ul style="list-style-type: none">• Under guidelines owners of single family homes and multi-family residential projects are eligible provided income qualifications and/or slum/blight qualifications are met.• The guidelines blend two separate grant programs initiated over ten years ago. The guidelines were combined when programs were streamlined as part of the EDA/HRA powers consolidation.• The guidelines were updated a few years ago to provide for Ash tree removal and replacement (capped at \$500.00 per year).• Paul Chard has applied for grant assistance. Chard is the homestead owner of one property in Belle Plaine and also the owner of several rental homes.• Chard has inquired whether or not he is eligible for HRA grant assistance for replacement of trees at rental houses he owns.• Since the guidelines are not specific to such a request, staff advised Chard that he is eligible for tree replacement grant on his homestead property.• Staff also opined he would not be eligible for tree replacement grant on rental houses. As a compromise, staff offered that he could provide evidence renters met income requirements and/or establish slum/blight conditions were present at rentals. Compromise offer was based on:<ul style="list-style-type: none">• HRA minutes from February 17, 2015 meeting where the program was established. The minutes specify the rehabilitation program was intended for owners of "owner-occupied" dwellings.• If tenants also met income requirements the grant would clearly be eligible for HRA funding consistent with existing Mn. Statutes/federal law for qualifying HRA expenditures.• Alternately, if tenants were not willing to disclose income information, qualification under slum/blight definition would also provide consistency with existing Mn. Stat/federal law authority for HRA expenditures.• Chard was invited to ask the EDA for input and will be attending the meeting.• If the EDA finds Chard is eligible for grant assistance as the owner (non-homestead) of a rental house, then guidelines should be revised to clearly indicate so. This would not withhold processing of request.

ATTACHMENTS:	<ul style="list-style-type: none">• 2025 Residential Rehabilitation and Energy Efficiency Improvement Grant Program Policy and Procedures.• HRA minutes Feb. 17, 2015.
ACTION:	Provide input on interpretation of program guidelines.
SIGNATURE:	<i>Cynthia Smith Brock</i>



Belle Plaine Housing Redevelopment Authority (HRA)

RESIDENTIAL REHABILITATION AND ENERGY EFFICIENCY IMPROVEMENT GRANT PROGRAM 2025 POLICY AND PROCEDURES

Purpose

The purpose of the Façade and Energy Efficiency Improvement Grant Program is to encourage energy efficiency, renovation, and/or rehabilitation of existing housing stock located within the City of Belle Plaine with façade and/or energy efficient improvements. Homeowners of low or moderate income may annually apply for assistance under this grant program in an amount of up to \$1,000 in matching funds.

Goal

Reduce blight in residential neighborhoods in the City by providing assistance to persons with low or moderate incomes for the purpose of renovating or rehabilitating existing homes with façade and/or energy efficient improvements.

Availability

Each applicant may apply for up to \$1,000 in assistance under this grant program by submitting the attached application to the HRA. Homeowners will be required to provide matching funds for the renovation or rehabilitation. Administrative staff will review the grant applications and approve the amount of the final grant to the extent funds are available. The Façade and Energy Efficient Improvement Grant Program will be administered under written policy and procedures to the extent funds are allocated and available to the grant program by the HRA Board. The grant program will be funded in the amount specified in the applicable annual budget as approved by the City Council.

Applicant Eligibility

Grants under this program are available to owners of single family homes and multi-family residential projects that are located within the City of Belle Plaine (including persons who have a property interest in a home or multi-family residential project pursuant to a contract for deed). Applicants must apply for the Façade and Energy Efficient Improvement Grant Program by completing the attached application and providing evidence that the improvements to be made are related to a façade improvement and/or energy efficient improvement. In addition, owners of single family homes must satisfy the income criteria set forth below or provide evidence of blight on their properties. Owners of multi-family residential projects must provide evidence of blight on their properties.

Low or Moderate Income

In order to obtain a grant under this grant program, owners of single family homes must provide evidence that he or she is of low or moderate income (or provide evidence of blight on their properties, as described below), as determined by the Low (80%) Income Limits for Scott County, Minnesota, reported annually by the U.S. Department of Housing and Urban Development at <https://www.huduser.gov/portal/datasets/il.html>

Blight Findings

In order to obtain a grant under this grant program, owners of multi-family residential building must provide evidence of blight on their properties. Blight determinations shall be made by Community Development Department staff, based on communications with the owner of the multi-family residential building and in-person review of the building sites. A "blighted area" means any area with buildings or improvements which, by reason of dilapidation, obsolescence, overcrowding, faulty arrangement or design, lack of ventilation, light, and sanitary facilities, excessive land coverage, deleterious land use, or obsolete layout, or any combination of these or other factors, are detrimental to the safety, health, morals, or welfare of the community.

Eligible Uses for Grant Funds

Proposed improvements must conform to the City of Belle Plaine's Zoning Ordinance.

Eligible improvements include façade or energy efficient improvements such as replacement windows, replacement doors, re-roofing, residing, masonry repair, foundation repair, water heaters, HVAC units, and furnaces. Solar energy panels or other energy efficient heating and cooling mechanisms are also eligible improvements. Painting, landscaping, and lighting may be considered providing additional eligible activities are proposed. All labor and design costs are reimbursable with grant proceeds. Labor must be incurred through the work of a qualified contractor, and does not include sweat equity.

All energy efficient improvements must satisfy the energy efficiency requirements on file with the EDA, which are based on energy efficiency provisions of the State of Minnesota building code.

Emerald Ash Borer Tree Replacement

The HRA finds Emerald Ash Borer (EAB) poses a significant threat to the urban tree canopy including reduction in the number of healthy trees. EAB tree loss has direct economic, environmental, and energy efficiency impacts. Removal of Ash trees combined with replacement of Ash trees removed is an eligible use of grant funds. Applicants must meet income requirements herein, however, a property owner match is not required. Maximum grant is \$500 per year. Documentation of Ash tree removal is required. Replacement trees size shall be approximately 2" in diameter. Seedlings and balled/burlapped trees are not eligible. Tree species and planting location are subject to code requirements.

When Payment Made

If an applicant is provided a grant under this program, the grant will be paid once the applicant provides the HRA with all invoices for the work completed by a qualified contractor or equipment purchased. The HRA will process payment for one-half the amount of the invoices, with a maximum amount of the grant awarded. No invoices for work completed prior to the award of the grant will be reimbursed with grant funds. Such invoices must be submitted to the EDA within one year of the award of the grant under this program.

Right to Deny

The Belle Plaine HRA has the right to deny any application based on its discretion.



City of Belle Plaine
 218 N. Meridian Street
 P.O. Box 129
 Belle Plaine, MN 56011

Community Development Dept.
 Phone: 952-873-5553
 Fax: 952-873-5509
 www.belleplainemn.com

2025

RESIDENTIAL FAÇADE & ENERGY EFFICIENT IMPROVEMENT GRANT PROGRAM APPLICATION (Matching Grant)

Date of Application: _____

APPLICANT	Name: _____	Phone: _____
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Address: _____

E-Mail: _____

SUBJECT HOME	Address: _____	Belle Plaine, MN	P.I.N: _____
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Year Constructed: _____	Lot Number: _____	Block Number: _____	Subdivision: _____
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Is home in or potentially in violation of any city ordinance? Y N	Violation: _____
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WORK DESCRIPTION: (Describe energy efficient improvements, attach documentation of energy standards) _____ _____ _____	POTENTIAL COMPLETION DATE: _____ _____ _____
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APPLICATION MUST BE SUBMITTED PRIOR TO CONDUCTING ANY WORK AND MUST INCLUDE:

- Applicant must show 2024 tax return as proof of income.
- Documentation showing improvements meet energy efficient standards (include make/model of materials).
- Detailed estimate of work to be performed.
- Photo(s) of subject property showing blight conditions and where improvements are to be made.
- Building permit obtained, if required.

***IMPORTANT: Upon project completion, all proof of payments in full must be submitted to Community Development Department staff prior to receiving grant payment.**

I have read and understand the Policy for the Residential Façade and Energy Efficient Improvement Grant Program of the Belle Plaine Housing and Redevelopment Authority.

SIGNATURE OF APPLICANT: _____ DATE: _____

OFFICE USE ONLY

Date Application Received:	Project Completion Date:
<input type="checkbox"/> Income meets requirements	<input type="checkbox"/> Attached proof of purchase(s)
<input type="checkbox"/> Improvements meet energy efficiency requirements	<input type="checkbox"/> Building permit completed and closed
<input type="checkbox"/> Zoning ordinance compliant	
<input type="checkbox"/> Building permit issued Permit # _____	
<input type="checkbox"/> Permit not required to conduct work	<input type="checkbox"/> Reimbursement check issued
<input type="checkbox"/> Approved Amount: \$ _____ <input type="checkbox"/> Denied	Issue Date: _____

Comments: _____

Building Official or Designee: _____	Date: _____
Zoning Administrator or Designee: _____	Date: _____

**BELLE PLAINE HOUSING AND REDEVELOPMENT AUTHORITY
SPECIAL MEETING
FEBRUARY 17, 2015**

1. CALL TO ORDER. 1. Roll Call.

A meeting of the Belle Plaine Housing and Redevelopment Authority was called to order by Chair Cary Coop at 6:00 p.m. on Tuesday, February 17, 2015 at City Hall, 218 North Meridian Street, Belle Plaine, MN. Present were Commissioners Scott Schneider and Paul Chard. Commissioner Gary Trost was not present. Also present was Community Development Director Chelsea Alger.

2. APPROVAL OF AGENDA.

MOTION by Commissioner Chard, second by Commissioner Coop, to approve the agenda as presented. ALL VOTED AYE. MOTION CARRIED.

3. APPROVAL OF MINUTES. 1. January 20, 2015.

MOTION by Commissioner Schneider, second by Commissioner Chard, to approve the January 20, 2015 minutes as presented. ALL VOTED AYE. MOTION CARRIED.

4. BUSINESS.

4. 1. Review of Rehabilitation Loan Program.

Community Development Director Alger provided a draft copy of a Housing Rehab Loan Program, as discussed at the January 20, 2015 meeting. She explained the language is based on review of several other similar programs across the metro. The following is a general summary of the Program outline.

Proposed Program Funding:

Because the HRA fund balance is fairly limited, Staff is proposing, along with the adoption of the loan program, the following reallocation for the existing grant programs:

HRA Fund Balance:				\$46,451.50
<i>Annual Grant Program Allocation:</i>				
	<u>Current</u>	<u>Proposed</u>	<u>Fund Impact</u>	
<i>Down Payment Assistance</i>	\$10,000.00	\$10,000.00	(\$10,000.00)	
<i>Façade Beautification *</i>	\$5,000.00	\$2,500.00	(\$2,500.00)	
<i>Energy Efficiency *</i>	\$5,000.00	\$2,500.00	(\$2,500.00)	
<i>Christmas in October</i>	\$5,000.00	\$2,000.00	(\$2,000.00)	(\$17,000.00)
Balance Left for HRLF				\$29,451.50

* Change maximum grant amount from \$1,000 to \$500

Proposed Eligible Improvements:

1. To improve the exterior appearance, health/safety or operating efficiency of homes; including windows, siding, roof, insulation, repair or replacement of entrance steps/stoops, and upgrades to mechanical/plumbing/electrical fixtures.
2. To assist in the modernization of the housing stock; including kitchen or bathroom remodels.
3. To assist in the renovation, retrofitting and home modifications to make housing units accessible and/or incorporating elements of universal design. Information on universal design is available at http://www.dhs.state.mn.us/id_006203.

Proposed Applicant Eligibility:

Loans under this program are available to owners of owner-occupied single family homes, condominiums, townhomes and duplexes that are located within the City of Belle Plaine, and were constructed in or before 1985 (30 years or older). Applicants must provide evidence of low or moderate income as determined by the Low (80%) Income Limits for Scott County, Minnesota, reported annually by the U.S. Department of Housing and Urban Development at <http://www.huduser.org/portal/datasets/il/il2015/2015summary.odn>; or is 65 years of age or older.

Proposed Terms:

1. Minimum Loan Amount. \$2,000.
2. Maximum Loan Amount. \$10,000, or 50% of the project cost; whichever is less.
3. Loan Terms. Loans will be secured at a fixed-interest rate of 3%. The term for any loan will be determined by the BPHRA, depending on the purpose of the funds, but shall not exceed 10 years.
4. Equity Participation. There shall be a minimum of 10% equity investment of total project costs required of all applicants.

Community Development Director Alger explained that she will be in contact with legal counsel regarding the application process. Commissioner Coop asked if funds could be utilized to lower the interest rate for street reconstruction projects for those with income eligibility. Community Development Director Alger explained that HRA programs focus on the efficiency of the home. Commissioner Coop inquired about utilizing funds to assist with making homes handicap accessible. Commissioner Chard supported funds to help make homes handicap accessible. Community Development Director Alger will investigate an organization that she has recently become aware of that administers a similar program. She recommended the HRA meet again in June to review the final draft of the Housing Rehab Loan Program. It was the consensus to schedule the next HRA meeting for Monday, June 15, 2015 at 6:00 p.m.

4.2. Other Business.

There was no further business.

5. ADMINISTRATION REPORTS.

1. Schedule Next HRA Meeting.

The next HRA meeting was scheduled for 6:00 p.m. on Monday, June 15, 2015.

2. Next HRA Annual Meeting – January 19, 2016.

The next HRA annual meeting will be held on January 19, 2016.

6. ADJOURN.

MOTION by Commissioner Chard, second by Commissioner Schneider, to adjourn at 6:20 p.m. ALL VOTED AYE. MOTION CARRIED.

Respectfully submitted,

Patricia Krings
Recording Secretary



MEMORANDUM

Economic Development Authority

DATE:	December 8, 2025
FROM:	Cynthia Smith Strack, Community Development Director
AGENDA ITEM:	5.3. EDA/HRA Levy/Budget
BACKGROUND:	<p>Under applicable laws, the EDA's legal status is a separate political subdivision in the state of Minnesota. The EDA has lawful HRA powers as well.</p> <p>The EDA is limited in operational scope by the terms of state law, its enabling resolution (attached), and bylaws.</p> <p>Under Mn. Law the EDA has (statutorily limited) levy authority and is a separate taxing entity.</p> <p>Under the EDA enabling resolution language, the EDA is required to submit a budget to the Council. The Council has budget authority.</p> <p>A levy and a budget are two different things. Levy authority and budget authority are also two different things.</p> <p>The EDA has historically deferred to Council to certify its levy when the Council certified the city levy. Earlier this year, the preliminary 2026 EDA/HRA levy (\$169,576) was certified to Scott County.</p> <p>On December 1st, the Council has voted to not approve a final 2026 levy. The result is the city tax levy reverts to the 2025 levy. If the EDA/HRA levy reverts, revenue total would be \$162,432 (\$7,144 less than preliminary '26 EDA/HRA revenue budget).</p> <p>The Council also voted to not approve a budget for 2026. State law does not require the Council to approve a budget. The Council has scheduled a work session to discuss the issue further.</p> <p>The background and update above is provided for EDA information and public transparency. At this time the EDA/HRA budget for next year has not been approved. It is unclear what, if any, cuts may be made or when/whether a budget will be approved.</p> <p>There is no requirement for the EDA to take any action at any point. The EDA may choose to exercise its levy authority and/or make further budget recommendations to the Council.</p>
ATTACHMENT:	EDA enabling resolution
SIGNATURE:	

**CITY OF BELLE PLAINE, MINNESOTA
RESOLUTION NO. 16-039**

**A RESOLUTION AMENDING AND RESTATING THE ENABLING RESOLUTION FOR THE BELLE
PLAINE ECONOMIC DEVELOPMENT AUTHORITY PURSUANT TO THE PROVISIONS OF
MINNESOTA STATUTES, CHAPTER 469**

WHEREAS, the Minnesota State Legislature has enacted Minnesota Statutes, Sections 469.090 to 469.108 authorizing any statutory or home rule charter City to establish an Economic Development Authority having the powers contained in the Enabling Act (herein after the "Enabling Act") and a Housing and Redevelopment Authority established under Minnesota Statutes, Sections 469.001 to 469.047 or other law, and a city under Minnesota Statutes, Section 469.124 to 469.134 or other law, and

WHEREAS, on November 19, 1990, following a public hearing, the City Council established the Belle Plaine Economic Development Authority by adoption of an Enabling Resolution, and

WHEREAS, it is intended that this Resolution be amended from time to time as may be required to further define or redefine the respective roles of the Economic Development Authority and the Council and Mayor regarding development and redevelopment within the City, and

WHEREAS, it is intended by this Resolution and actions taken hereunder, the Council and Mayor of the City shall establish broad policies for public-assisted development within the City and that the implementation of such policies be the responsibility of the Economic Development Authority, and

WHEREAS, it is the desire of the Council and Mayor that adoption of this Resolution and the creation of an Economic Development Authority will result in a conscientious and coordinated effort to encourage and precipitate future development within the City so as to increase tax base, promote employment and enhance the health, safety and welfare of City residents.

WHEREAS, on this date the Council has conducted a public hearing with respect to the adoption of this amended and restated Enabling Resolution of the Belle Plaine Economic Development Authority pursuant to Minnesota Statutes, Section 469.093.

NOW, THEREFORE BE IT RESOLVED by the City of Belle Plaine:

SECTION 1. Establishment.

There is hereby created in the City an Economic Development Authority which, subject to the provisions of this Enabling Resolution, shall have all of the powers, duties and responsibilities of any Economic Development Authority created pursuant to the Enabling Act, or other law, and a Housing and Redevelopment Authority to carry out economic, housing and industrial development and redevelopment within the City in accordance with such general policies as may from time to time be established by the Council and Mayor.

SECTION 2. Definitions.

A. "Authority" means the Belle Plaine Economic Development Authority.

B. "City" means the City of Belle Plaine, Minnesota.

C. "Council" means the duly elected governing body of the City.

D. "Enabling Act" means Minnesota Statutes, Sections 469.090 to 469.108, authorizing the City of Belle Plaine to create an Economic Development Authority.

E. "Enabling Resolution" means this Resolution of the Council establishing the Belle Plaine Economic Development Authority pursuant to the Enabling Act.

F. "The Development Act" means City Development Districts, Minnesota Statutes, Sections 469.124 to 469.134.

G. "The Housing Act" means Municipal Housing and Redevelopment Authorities, Minnesota Statutes, Section 469.001 to 469.047.

H. "The Housing Bond Act" means the Municipal Housing Program Act, Minnesota Statutes, Chapter 462C.

I. "Industrial Bond Act" means the Municipal Industrial Development Act, Minnesota Statutes, Sections 469.152 to 469.165.

J. "Tax Increment Act" mean Tax Increment Financing, Minnesota Statutes, Sections 469.174 to 469.179.

SECTION 3. Legal Status.

The Authority shall be a public body politic and corporate and a political subdivision of the State of Minnesota. It shall not be considered a department of the City nor shall the City be liable for its obligations, unless assumed by the City in writing. Its relationship to the Council and Mayor shall be governed by the Enabling Act, this Enabling Resolution and the various statutes under which it operates, including the Enabling Act, the Housing Act, the Development Act, the Industrial Bond Act, the Housing Bond Act and the Tax Increment Act; provided, that in the event there is a conflict between the terms of the Enabling Resolution and any such statute, the Statute shall control and in the event there is a conflict between the Enabling Act and any such statutes, the Enabling Act shall control; provided further, that a statute granting authority shall not be deemed to be in conflict with a statute that grants less or no such authority.

SECTION 4. Name.

The Economic Development Authority created by the Enabling Act and this Enabling Resolution shall be known legally as the Belle Plaine Economic Development Authority (hereinafter referred to as BPEDA).

SECTION 5. Governing Body.

The powers of the Authority shall be vested in the Authority Commissioners (hereinafter the "Commissioners") thereof in office at any time, a majority of whom shall constitute a quorum for all purposes.

A. Membership of the Authority shall consist of seven Commissioners with two members from the City Council and five members at large.

B. The Mayor shall appoint the Commissioners with the approval of the City Council.

C. The initial terms of the Commissioners shall be two members for one, two and three years respectively and one member for a six year term. Thereafter all Commissioners shall be appointed for four year terms.

D. If a vacancy is created when a City Council, Chamber of Commerce, or Belle Plaine Development Corporation member is no longer in good standing with their organization or other such vacancy occurs, the commission vacancy shall be filled for the balance of the term by Mayoral appointment with approval and consent of the Council.

SECTION 6. Authority Officers and Duties.

A. Officers. The Commissioners shall elect a President, a Vice-President, a Treasurer, a Secretary and an Assistant Treasurer. The Authority shall elect the President and Vice-President at the same time. Other

offices may be held by the same Commissioner. The offices of Secretary and Assistant Treasurer need not be held by a Commissioner.

B. Duties and Powers.

1. Duties and Powers of President. The President shall preside when present at all meetings of the Commission and shall handle all general acts of management and shall see that all orders and resolutions of the Authority are carried into effect and signed and delivered in the name of the Authority. Any deeds, mortgages, bonds, contracts or other instruments pertaining to the Authority except in cases where the authority to sign or deliver the same is required by law to be exercised by the City, shall be signed by the President.

2. Duties and Powers of Vice-President. The Vice-President shall assume the duties and powers of the President in the absence of the President and shall perform such other duties as may be directed by the President for the Authority.

3. Duties and Powers of the Secretary. The Secretary shall attend all meetings of the Authority and shall keep or cause to be kept in a book provided for that purpose a true and complete record of the proceedings of all meetings. The Secretary shall be custodian of the records and the seal of the Authority and shall see that the seal is affixed to all documents, the execution of which on behalf of the Authority under its seal is duly authorized. The Secretary shall attend to and give all notices and perform such other duties as may be directed by the Authority.

4. Duties and Powers of Treasurer. The Treasurer shall receive and is responsible for the Authority's money and is responsible for the acts of the Assistant Treasurer. The Treasurer shall disburse Authority money by check only and shall keep an account of the source of all receipts and the nature, purpose and authority of all disbursements. The Treasurer shall also file the Authority's detailed financial statement with its Secretary at least once a year at a time set by the Authority. The Treasurer shall give bond to the State conditioned for the faithful discharge of official duties. The bond must be approved as to form and surety by the Authority and filed with the Secretary. The bond must be for twice the amount of money likely to be on hand at any one time as determined at least annually by the Authority provided that the bond must not exceed \$300,000.00.

5. Duties and Powers of Assistant Treasurer. The Assistant Treasurer shall have all the powers and duties of the Treasurer if the Treasurer is absent or disabled.

SECTION 7. Organizational Matters.

A. By-Laws. The Authority may adopt By-Laws and Rules of Procedure and shall adopt an Official Seal.

B. Executive Director. The City Administrator of the City of Belle Plaine shall serve as the Executive Director for the BPEDA.

C. Employees. The Authority shall be empowered to hire such employees, agents and consultants as deemed proper and as further provided in the Enabling Act. Such employees, agents and consultants shall assist the Authority in performing the following powers and duties: 1) see that all resolutions, rules, regulations, or orders of the Authority are enforced; 2) to appoint and remove upon the basis of merit and fitness, all subordinate officers and regular employees of the Authority; 3) to present the Authority plans, studies and reports prepared for Authority purposes and recommend to the commissioners for adoption such measures as deemed necessary to enforce or carry out the powers and duties of the Authority or the efficient administration of the affairs of the Authority; 4) to recommend to the commissioners for adoption such rules and regulations as deemed necessary for the efficient operation of the Authority's functions; and 5) to perform such other duties as may be prescribed by the commissioners.

D. Fiscal Year. The fiscal year of the Authority is the calendar year.

E. Budget to City. Prior to September 1st of each year the Authority shall send its budget to the City Council of the City of Belle Plaine. The budget must include a detailed written estimate of the amount of money that the Authority expects to need from the City to do Authority business during the next fiscal year.

F. Report to the City. Annually at a time and in the form determined by the City Council, the Authority shall make a written report to the Council giving a detailed account of its activities and of its receipts and expenditures during the preceding calendar year together with additional matters and recommendations that it deems advisable for the economic development of the City.

G. Modifications. That each year, sixty (60) days before or after the anniversary date of the first adoption of this Enabling Resolution, the BPEDA shall submit to the City Council its report regarding modification of this Enabling Resolution as provided in Section 469.093, subdivision 3, of the Enabling Act.

H. Audits. The financial statement of the Authority must be prepared, audited, filed and published or posted in the same manner required for the financial statements of the City of Belle Plaine. The financial statements must permit comparison and reconciliation with the City's accounts and financial reports. The report must be filed with the State Auditor by June 30th of each year.

SECTION 8. Powers.

A. The Authority may exercise all of the powers contained in the Enabling Act.

B. The Authority may exercise all of the powers contained in the Housing Act.

C. The Authority may exercise all of the powers contained in the Development Act.

D. The Authority may exercise all of the powers of a Redevelopment Agency contained in the Industrial Bond Act.

E. The Authority may exercise all of the powers of a City contained in the Housing Finance Act, provided authorized to do so by ordinance of the Council pursuant to Section 462C.02, Subdivision 6 of the Housing Financing Act.

F. The Authority may exercise all of the powers of an Authority contained in the Tax Increment Act.

G. The Authority may exercise such powers as may be contained in other laws applicable to Economic Development Authorities or Housing and Redevelopment Authorities not specifically described herein.

SECTION 9. Limit of Powers.

A. That, except when previously pledged by the Authority, the City Council, after consultation with the Authority, may by resolution require the Authority to transfer any portion of the reserves generated by activities of the Authority that the City Council determines is not necessary for the successful operation of the Authority to the debt service fund of the City, to be used solely to reduce tax levies for bonded indebtedness of the City.

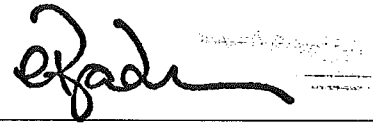
B. The sale of all bond or obligations issued by the Authority must be approved by the City Council before issuance.

C. The Authority shall follow the budget process for City departments as provided by the City departments as provided by the City and as implemented by the City Council and Mayor.

D. All official actions of the Authority must be consistent with the adopted Comprehensive Plan of the City, and any official controls implementing the Comprehensive Plan.

E. The Authority shall submit all planned activities for influencing the action of any other governmental agency, subdivision, or body to the City Council for approval.

Adopted by the Mayor and City Council this 16th day of April, 2016.



Mayor

ATTEST:



City Administrator



MEMORANDUM

Economic Development Authority

DATE:	December 8, 2025
FROM:	Cynthia Smith Strack, Community Development Director
AGENDA ITEM:	6.2. Director's Update
REPORT:	<p>Design Committee The Design Committee met on December 1st to review a façade update downtown.</p> <p>Planning Commission The Planning Commission did not meet in December.</p> <p>Other</p> <ul style="list-style-type: none">• Attend LMC workshop Managing Difficult Conversations.• Attend Met Council Policy Advisory Committee meeting.• Attended GreenCorps supervisor training.• Zoning information/assistance to six commercial entities.• Process ROSE loan request.• Code review (zoning) assistance for building/zoning permits.• City communications.• 2050 Comprehensive Plan System Statement follow-up and meeting scheduling.• Budget meetings.
SIGNATURE:	