BELLE PLAINE ECONOMIC DEVELOPMENT AUTHORITY
REGULAR MEETING
AUGUST 12, 2024

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 5:04 PM on Monday, August 12, 2024 at City Hall, 218 North Meridian Street, Belle Plaine, MN. President Pankonin called the meeting to order with Commissioners Buck, Evans, Duklet, Krant, Woletz and Cox present.

Also present was Community Development Director Smith Strack.

2. APPROVAL OF AGENDA.

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

3. APPROVAL OF MINUTES. 3.1. Regular Session Minutes of July 8, 2024.

MOTION by Commissioner Evans, second by Commissioner Woletz, to approve the Regular Session Minutes of July 8, 2024. ALL VOTED AYE. MOTION CARRIED.

4. TREASURERS REPORT. 4.1. Approval of Bills.

MOTION by Commissioner Pankonin, second by Commissioner Krant, to approve the Treasurer's Report as presented. ALL VOTED AYE. MOTION CARRIED.

5. BUSINESS.
5.1. Grant Set Aside Highway Signage to ROSE Loan.

Community Development Director Smith Strack reviewed the 2024 ROSE loan budget and loans issued. A total of $7,500 was included in the budget, approved projects have totaled close to that amount with several additional projects pending. Smith Strack noted the 2024 program budget includes $3,000 for a Highway 169 sign update program. The program has been advertised but no applications have been received. Given demand for ROSE loans staff recommends shifting $3,000 from the highway signage program and additional flex funding in the projects line to be used for ROSE loans.

A simple MOTION to reallocate and additional dollars ROSE loans is sufficient for action. This is an internal reallocation and not a line item or fund transfer. The request is for tracking purposes only.

Commissioner Duklet inquired if approved the total ROSE loan program amount total would be $12,000.

Community Development Director Smith Strack advised that is correct.

Commissioner Cox asked for clarification on the budget allocation, confirming $7,500 for Rose Loans, $3,000 for Highway signage and $9,000 for larger projects.

Community Development Director Smith Strack advised $3,000 was for highway signage and $9,000 for larger projects, with only a few hundred dollars left in the ROSE Loan budget.

MOTION by Commissioner Woletz to reallocate to the ROSE Loan program, second by Commissioner Duklet. ALL VOTED AYE. MOTION CARRIED.

5.2. Resolution 24-10 Resolution Approving ROSE Loan to Hair Loft.

Community Development Director Smith Strack reviewed an application from Buck Properties LLC, Ashley and David Buck, for a ROSE loan to assist with the installation of exterior gooseneck lighting and a new sign at 102 Meridian Street South.

ROSE loan guidelines allow a $1 owner to $1 grant level for building adornment improvements reminiscent of historical building construction. Exterior lighting would appear to qualify. In addition, guidelines allow for a $3 owner to $1 grant level for signage. Total project cost is $1,195 (ROSE loan $600). Sign cost is $1,680 (ROSE loan $560). Total ROSE loan eligibility would appear to be $1,200. The lighting and sign were previously approved by the Design Committee.

MOTION by Commissioner Evans, second by Commissioner Cox, to approve Resolution 24-10 Resolution Approving ROSE Loan to Ashley and David Buck, Buck Properties LLC, Hair Loft 102 Meridian Street South. ALL VOTED AYE with Commissioner Buck abstaining from the vote. MOTION CARRIED.

5.3. Resolution 24-11 Resolution Approving ROSE Loan to Oaken House LLC.

Community Development Director Smith Strack noted Oaken House LLC, Mona and Ben Altman, applied for a ROSE loan to assist with façade painting, re-dooring, and roof repair at 201 Meridian Street South. ROSE loan guidelines allow a $5 owner to $1 grant level for exterior painting, re-dooring, and re-roofing. Project costs submitted total $7,574. ROSE loan eligibility would appear to be $1,500.

MOTION by Commissioner Woletz, second by Commissioner Krant, to approve Resolution 24-11 Resolution Approving ROSE Loan to Oaken House LLC, Mona and Bent Altman at 201 Meridian Street South. ALL VOTED AYE. MOTION CARRIED.

5.4. Resolution 24-12 Resolution Approving ROSE Loan to Pankonin Enterprises.

President Pankonin turned meeting over to Vice Chair Evans.

Community Development Directory Smith Strack noted Pankonin Enterprises, Ashton Pankonin, applied for a ROSE loan to assist with façade repainting at 106 Main Street East. ROSE loan guidelines allow a $5 owner to $1 grant level for exterior painting. Project costs submitted total $12,950. ROSE loan eligibility would appear to be $1,500. Ashton Pankonin from 106 Main Street East was present and noted the application he submitted did not include tuck pointing. His painter advised he may need to do some tuck pointing and Ashton would like that cost included in application and use an alternate paint contractor bid. Total cost of the project will remain far over the match requirement.

Community Development Director Smith Strack inquired if Ashton Pankonin was requesting a larger ROSE loan. Ashton Pankonin clarified not requesting larger ROSE loan, just wanted the tuck pointing bids to be added. Community Development Director Smith Strack advised the pay-out is up to $1500 match including the tuck pointing and would need documentation of that for the file.

MOTION by Commissioner Buck, second by Commissioner Cox, to approve Resolution 24-12 Resolution Approving ROSE Loan to Pankonin Enterprises, Ashton Pankonin at 106 Main Street East. ALL VOTED AYE with Commissioner Pankonin abstaining from the vote. MOTION CARRIED.

Vice Chair Evans turned the meeting back over to President Pankonin.

5.5. 2025 EDA and HRA Budget.

Community Development Director Smith Strack reviewed the proposed budgets for Fund 801 (EDA) and 802 (HRA). EDA/HRA revenue is mostly generated from a levy allowed under Mn. Statutes. The levy maximum is 0.0185% of estimated market value, totaling about $155,000. Smith Strack noted the levy essentially caps the expenses related to EDA and HRA at that number.

Wages and wage associated expenses show a proposed decrease. The decrease is due to an adjustment to more accurately reflect the percentage of staff time currently spent on EDA/HRA activities versus other CDD activities. Please note the wages line does not correlate directly with out of pocket expenses but also accommodates accrued benefit payout should staff change occur.

Program funds for EDA (801) business assistance are proposed to be set at approximately $35,000, up from $19,500 this year. Smith Strack presented proposed project funding for 2025 including: $10,000 for ROSE loans, $15,000 for non-programmed uses, and $10,000 to the city funded revolving loan fund.

All other EDA line items are essentially hold the line. HRA (802) is also represented as hold the line. HRA rehab/energy efficiency program funding is proposed to remain at $5,000.

Smith Strack also requested input on any potential changes to current program policies. Smith Strack recommended the HRA rehab/energy efficiency grant program be revised to allow a small grant for ash tree removal with tree replacement.

Commissioner Woletz inquired if this was an abnormal year for ROSE loans, since downtown reconstruction is coming to a close.

Community Development Directory Smith Strack opined two things may be impacting issuance. The first is that signage was added back into program guidelines. We also had a high interest in awning replacement downtown and we kind of expected or hoped that that would be an offshoot of the downtown construction.

Discussion held by commissioners and the EAB to be updated.

MOTION by Commissioner Pankonin to approve EDA budget for 2025 with $10,000 for ROSE loans, $15,000 to non-programed and $10,000 for City funded revolving loan, second by Commissioner Evans. ALL VOTED AYE MOTION CARRIED.

5.6. Recording and/or Televising of Meetings.

Community Development Director Smith Strack noted that at a previous work session, the City Council discussed posting audio or video recordings of EDA meetings online at the city website. Council is seeking input from the EDA regarding level of comfort with publishing audio/video. Currently EDA meeting audio is recorded and retained per record retention schedules. The audio is available upon a public request. The audio is not currently published on the website for downloading.

Commissioners held discussion regarding changing process to include audio and/or video of meetings. After much discussions commissioners advised no change for EDA meetings.

6. ADMINISTRATIVE REPORTS.
6.1. Commissioner Comments.

Commissioners commented about the downtown project and have heard many positive comments from residents and individuals visiting the community.

6.2. Director’s Update.

Community Development Director Smith Strack spoke about the report.

6.3. Upcoming Meetings.
Regular Session, 5:00 pm, **Monday, September 9, 2024.**

The Commission was reminded of the upcoming meeting as listed.

7. ADJOURN.

MOTION by Commissioner Evans, second by Commissioner Woletz to adjourn the meeting at 5:47 PM.
ALL VOTED AYE. MOTION CARRIED.

Respectfully Submitted,

Bonnie Vinkemeier
Acting Recording Secretary