



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

**MONDAY, MAY 11, 2026
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 13, 2026.

4. BUSINESS.

4.1. EDA Engagement – Exploring What Powers Local Business.

4.2. HRA First Time Home Buyer Program.

4.3. Mobile Food Units.

5. ADMINISTRATIVE REPORTS.

5.1. Commissioner Comments.

5.2. Director's Update.

5.3. Upcoming Meetings.

1. Regular Session, 5:00 pm, **Monday, June 8, 2026.**

6. ADJOURN.

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

**BELLE PLAINE ECONOMIC DEVELOPMENT AUTHORITY
REGULAR MEETING
APRIL 13, 2026**

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, April 13, 2026 at City Hall, 218 North Meridian Street, Belle Plaine, MN. President Duklet called the meeting to order with Commissioners Krant, Buck, Cox and Stacey present. Commissioners Fahey and Evans were absent.

Also present was Community Development Director Smith Strack.

2. APPROVAL OF AGENDA.

MOTION by Commissioner Krant, 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 9, 2026.

MOTION by Commissioner Stacey, second by Commissioner Cox, to approve the Regular Session Minutes of March 9, 2026. ALL VOTED AYE. MOTION CARRIED.

4. TREASURERS REPORT. 4.1. Approval of Bills.

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

5. BUSINESS.

5.1. EDA Engagement – Exploring What Powers Local Business.

Community Development Director Smith Strack reviewed an interactive engagement tool and draft surveys and requested feedback.

The Commission held lengthy conversation and provided feedback for Smith Strack.

5.2. City Roundtable with Developers.

Community Development Director Smith Strack requested input on days and times that would work for a City roundtable with developers, EDA, Planning and Councilmembers.

Direction was given.

6. ADMINISTRATIVE REPORTS.

6.1. Commissioner Comments.

None.

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, May 11, 2026.**

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

7. ADJOURN.

MOTION by Commissioner Krant, second by Commissioner Stacey, to adjourn the meeting at 5:48 PM.
ALL VOTED AYE. MOTION CARRIED.

Respectfully Submitted,

Renee Eyrich
Recording Secretary



MEMORANDUM

Economic Development Authority

DATE:	May 11, 2026
FROM:	Cynthia Smith Strack, Community Development Director
AGENDA ITEM:	EDA Engagement: Exploring What Powers Local Business
BACKGROUND:	We will run through this tool which is ready to be released.
ACTION:	For information and discussion only
SIGNATURE:	<i>Cynthia Smith Strack</i>



MEMORANDUM

Economic Development Authority

DATE:	May 11, 2026
FROM:	Cynthia Smith Strack, Community Development Director
AGENDA ITEM:	HRA First Time Homebuyer Assistance Program
BACKGROUND:	<p>Scott County CDA and city staff have been discussing the potential for a first time homebuyer assistance program for Belle Plaine. The program would be created for Belle Plaine residents, funded by County CDA, and administered by a third party.</p> <p>Two-year program funding level discussed is enough to fund ten (10) first time home buyers at a level of \$35,000 each year, both years. We are at a point where we may ask for \$700,000 from the CDA to fund a program. The Council would need to review the potential program. We are also at a point of bringing stakeholders together to talk more about the potential program parameters.</p> <p>The program would provide down payment assistance, closing cost assistance, and/or interest rate buy-downs. Program would be structured as a 20-year mortgage with zero interest rate. The program would forgive 5% of principal every year for the twenty-year term, providing the program participant continues to own and reside in the home. If the home sold before within the 20-year period, then the outstanding (unforgiven) principal would need to be repaid. Repayment would go to housing trust fund at CDA and be held for future Belle Plaine projects, thereby ensuring recycling of program dollars.</p> <p>The CDA reached out to staff in January and we have been researching and continuing to discuss the potential collaboration. Metrics driving program discussion include:</p> <ul style="list-style-type: none">• An existing gap between average rents (estimated at \$1,200/month) and monthly mortgage payment on average sales price home (\$2,650).• Median income in Belle Plaine is 25% lower than Twin Cities area median.• CDA housing study should provide additional information.• Local builder feedback.• Home inventory availability within program price range. <p>Program draft parameters are attached.</p>
ACTION:	Review information, authorize next steps. Note the EDA/HRA is not authorizing a program at this time.
SIGNATURE:	

Down Payment Assistance Program

Purpose

Encourage home ownership through first time home buyer assistance.

Eligible Use of Funds

Loan funds can be used for down payment assistance, closing cost assistance and/or interest rate buy down. Applicant(s) can't receive funds as cash.

Loan Amount

Eligible Applicant(s) can receive a maximum of 25% of the purchase price, not to exceed \$35,000.

Loan Terms

This is a forgivable, 20-year, zero percent interest rate loan with 5% of the original loan principal forgiven annually as long as the original Applicant (homeowner) owns and resides in the home. Applicant(s) are required to sign a Note and a Mortgage.

Loan Security

All loans will be secured by a mortgage in favor of (TBD – either Scott County CDA or City, preferably CDA)

Applicant Eligibility

- *First-Time Homebuyer*. Applicant(s) must be a first-time homebuyer (a person or household that has not owned a home within the last 3 years). Non-occupant co-applicants/borrowers are not allowed.
- *Income Limit*. Household income must be at or below 100% of the Area Median Income (AMI) for Scott County, currently at \$132,400. Income is not adjusted for household size.
- *Asset Limits*. Applicant(s) do not own other real estate. Liquid assets may not exceed \$35,000 after closing (excludes retirement accounts, life insurance, college savings accounts).
- *Homebuyer Education Program*. At least 1 applicant must have attended an 8-hour in person homebuyer education workshop within the last 12 months, completing it prior to submitting a purchase agreement. A copy of the completion certificate is required to receive a commitment of funds.
- *Maximum Debt-to-Income Ratio*. Applicant(s) "debt-to-income" ratio (percentage of gross monthly income spent on monthly debt payments) cannot exceed 50 percent.
- *Minimum Housing Ratio*. Applicant(s) portion of monthly income spent on mortgage, interest, taxes, HOA, utilities, etc. cannot be less than 25 percent.
- *Current on Debt Payments*. Applicant(s) must be current on any ongoing debt payments.
- *Minimum Applicant Contribution*. Applicant(s) must contribute a minimum of \$3,500 of their own funds toward the purchase of the home. Earnest money can make up part or the entire requirement.

Property Eligibility

- Purchase price cannot currently exceed \$400,000.
- Single-family detached homes, duplex or twin homes, condominium units, and townhomes in Belle Plaine used as the homebuyer's principal place of residence.
- First mortgage must be a prime/A-rated fixed rate mortgage loan. Conventional, FHA, and VA mortgages are acceptable.
- Funds can be layered with other Down Payment Assistance programs.

Property Requirements

- House must be 'move-in' ready condition with no major construction or repairs needed.
- House must be primary residence of Applicant(s) and homesteaded.
- House must have an appraised value equal to or greater than all loans.
- Homeowner(s) must secure homeowners' insurance for the property.
- Property must conform to all applicable zoning ordinances and possess all appropriate use permits.
- An independent full home inspection is required prior to closing. Note there are no minimum property standards.

Application Fee

Applicant(s) are responsible for all filing fees at the courthouse and title search costs. There is an application fee of \$100 for all applicants.

Application Process

TBD – third party administrator


Disbursement Process

TBD



MEMORANDUM

Economic Development Authority

DATE:	May 11, 2026
FROM:	Cynthia Smith Strack, Community Development Director
AGENDA ITEM:	Mobile Food Unit Standards
BACKGROUND:	<p>This item introduces an issue that may be of interest to local business owners and stakeholder groups. The purpose of this discussion is to share background information and gauge the Board's interest in broader stakeholder engagement on this topic. No changes to existing standards are being proposed at this time. If the EDA recommends additional engagement, we will bring the same issue to Council work session.</p> <p>Staff met with a local restaurant owner who has concerns mobile food trucks are operating at a competitive advantage as they don't have overhead costs that brick & mortar restaurants have. The owner's concern was food trucks are becoming more prevalent and operating in close proximity to restaurants.</p> <p>Broadly, there are reports of local restaurants struggling to keep doors open as consumers pull back on dining out amid higher prices. The restaurant owner is asking if the city might reconsider having a distance limit for food trucks from brick & mortar establishments in certain areas of the city.</p> <p>Attached for background are highlighted meeting minutes where food truck standards were discussed along with the existing code language.</p>
ACTION:	For information and direction.
SIGNATURE:	

APPROVED

**BELLE PLAINE ECONOMIC DEVELOPMENT AUTHORITY
REGULAR MEETING
FEBRUARY 12, 2018**

PLEDGE OF ALLEGIANCE.

President Krant led those present in the Pledge of Allegiance.

OATH OF OFFICE

Lisa Fahey

Commissioner Fahey read the Oath of Office.

1. CALL TO ORDER. 1.1. Roll Call.

The Belle Plaine Economic Development Authority met in Regular Session at 5:00 p.m. on Monday, February 12, 2018 at City Hall, 218 North Meridian Street, Belle Plaine, MN. President Krant called the meeting to order with Commissioners Cary Coop, Chris Meyer, Nathan Shutes, Lisa Fahey, Crystal Doyle and Dick Coleman present.

Also present was Community Development Director Cynthia Smith Strack. Kerry and Channe Dos owners of Russell's Traveling Kitchen were present in the audience.

2. APPROVAL OF AGENDA.

Request by Community Development Director Smith Strack to move 5.4. Food Truck Discussion to item 5.1. She noted a memo pertaining to 5.1 was inadvertently omitted from the packet.

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

2.1. ELECTION OF OFFICERS.

1. President
2. Vice President
3. Treasurer
4. Assistant Treasurer
5. Secretary

President Krant turned the gavel to Vice President Fahey who called for nominations.

MOTION by Commissioner Coop, second by Commissioner Coleman, to nominate Rick Krant as President, Lisa Fahey as Vice President, Dick Coleman as Treasurer, Nathan Shutes as Assistant Treasurer, Renee Eyrich as Secretary, to close the nominations, and cast a unanimous vote. ALL VOTED AYE. MOTION CARRIED.

President Krant presided for the remainder of the meeting.

3. APPROVAL OF MINUTES. 3.1. Regular Session Minutes of January 9, 2018.

MOTION by Commissioner Shutes, second by Commissioner Coop, to approve the Regular Session Minutes of January 9, 2018. ALL VOTED AYE. MOTION CARRIED

4. TREASURERS REPORT. 4.1. Approval of Bills.

Acknowledgement of bills.

5. BUSINESS.

5.1. Financial Incentives Update. Discussion: Mobile Food Units.

Community Development Director Smith Strack explained that presence of food trucks in cities often sparks discussion pertaining to licensing and business opportunities. At this time Belle Plaine requires mobile food units obtain a transient merchant license, however, operational parameters are not clearly defined. Smith Strack explained examples of situations where food trucks are catering events on private property or asked to provide lunch alternatives to private establishments on their private property. A second example is use of public street/parking/park for set-up. Smith Strack explained as a means of proactively addressing anticipated requests, staff is requesting initiation of conversation regarding the presence of food trucks, especially within the Downtown. Smith Strack has invited Kerry and Channe Dos to attend the meeting to share her experience operating Russell's Traveling Kitchen which is based in Belle Plaine but operates in numerous communities.

Kerry and Channe Dos stepped forward from the audience to help provide answers and input on their experiences with Russell's Traveling Kitchen. The Dos' explained they are a MN Department of Health certified traveling kitchen serving numerous cities in the metro and including the south metro area. They noted Belle Plaine doesn't clearly define operational parameters and their hope is to do business in their hometown. The Dos' explained they are solidly booked mostly for events at breweries, public events, and food fairs around the state serving a multitude of fresh foods and trademarked items. The Dos' noted standards vary from community to community but the underlying food safety standards are common.

Commissioner Krant explained the great experience he has had with Russell's Traveling Kitchen and another food truck which serves the Farmers Market during the summer month's on Wednesdays. Stating his belief that there is room for growth with food trucks in Belle Plaine while not impeding on brick and mortar businesses. The Dos' explained that being a food truck in the community they are benefiting the area business by purchasing supplies locally. They cited specific examples including food orders from Coborn's and propane purchases at Cenex. The Dos' also explained when doing business in other towns for nonprofit organizations they often will give a percentage of their profits back to the organization. Kerry Dos explained the administrative/management requirements of the business referencing the need to obtain yearly certifications to applying and tracking food truck applications in each cities in which they do business. Channe Dos suggested that when researching food truck regulations, the City could model its code after cities similar in size. He specifically cited Spring Lake Park. He also suggested having a simple, clear application and process for administration of the code. Mr. Dos noted all food truck vendors should be licensed either through Minnesota Department of Health or Minnesota Department of Agriculture.

Commissioner Meyer requested clarification on serving at the Ridgeview clinic. Community Development Director Smith Strack explained as the clinic is private property a food truck would just need permission from the property owner and a license. Community events would also require a license. Commissioner Coleman questioned if the Dos' have to pay state sales tax. Kerry Dos affirmed they do pay sales tax, she added they have to report each city they work in to the state. Coleman stated this provides a benefit to the City's tax base.

Commissioner Coop requested direction from the Dos' on what the City should look out for and if picture ID's and background checks are common. Channe Dos explained lack of current inspections and proper paperwork are the biggest requirement red flags of which to be aware. He suggested requiring picture ID's and background checks for all workers.

Coleman asked what the most common fee is for a food truck. Channe Dos explained each town is different some towns charge by event but most have a yearly fee ranging from \$50-\$200. He noted larger fees often come with larger towns where the food truck business profits are more substantial.

Smith Strack thanked the Dos' for attending the meeting and sharing their experiences which helped create a clear vision for moving forward.

5.2. 2018 HRA Program Review.

Community Development Director Smith Strack explained the EDA, exercises Housing and Redevelopment Authority powers. The EDA reviews HRA assistance programs on an annual basis. Two incentive programs were offered in 2017. Strack referenced program descriptions included in the packet. She stated the 2018 budget includes approximately \$5,000 for HRA projects. Any additional expenditures would amount to a drawdown of the HRA fund balance. Smith Strack explained reauthorization of both programs for 2018 is requested. Program guidelines are:

1. New Home Down Payment Assistance: In 2017 the EDA converted this program into a program with eligibility limited to low and moderate income persons, a family of four making about \$67,500/year. The program benefit had historically been a flat \$2,000 payable to the owner of a homesteaded new construction single family dwelling within thirty (30) days after closing. In 2017, no individuals applied for the grant program. In previous years (i.e. 2012-2016) a total of \$10,000 was available for this program annually and often completely distributed.
2. In 2017 two existing residential grant programs were combined (i.e. Residential Façade Beautification Grant Program and Energy Efficiency Grant Program). The combined programs continue income restrictions included in the previous programs. In 2017 we issued five grants under this program for a total of nearly \$5,000.

Commissioner Shutes stated he recently purchased a newly constructed home and wondered how a low income family would be eligible to build a home. Community Development Director Smith Strack explained those interested in the program actually had to close on the property prior to receiving assistance. As long as the applicant is the first to homestead the property the owner/applicant is eligible for the grant program. Shutes voiced concern about helping people get into homes they cannot afford.

Commissioner Coleman questioned if the \$2,000 is better used somewhere else. Smith Strack explained prior to 2017 \$10,000 was granted per year. She opined that if the new home down payment assistance grant program funding is not used said funding could be transferred to the rehab/revitalization program. Commissioner Meyer requested clarification on whether or not if the rehab/revitalization funds were completely disbursed in the first few months of 2018 if more grants would be provided for the year. Smith Strack noted through a spenddown of the HRA fund. The Commissioners as a whole agreed on keeping both programs as suggested by staff.

5.3. Concept Plan: Valley Business Park 3rd Addition.

Community Development Director Smith Strack explained the Finance Ways and Means Committee met with a business interested in locating on a portion of Lot 1, Block 1 Valley Business Park 2nd Addition (Laredo Street industrial lot). Smith Strack further explained the business is expected to file a request relating to purchase of the lots within the next month. Smith Strack stated in order to move the sale forward, the City as the owner of the lot must plat (re-subdivide) and perhaps install roadway and/or stormwater infrastructure. The platting process begins with concept plan approval which was in process. Strack referenced two alternative scenarios for plat layout included in the EDA packet. She requested input from the EDA pertaining to the concepts.

Commissioner Coleman questioned which option is preferred. Community Development Director Smith Strack stated that Option B is preferred by both staff and the prospective business as it allows room for future growth. Commissioner Meyer clarified the prospective land purchase would be for two separate buildings of approximately 2,000 square feet each initially with room to expand each building to up to 7,000 square feet.

Commissioner Coleman requested more details on the business. Smith Strack explained at this time no further details will be released as a formal application for a business subsidy had not been filed. Smith Strack further explained the Finance Ways & Means Committee met with the company owners and agreed to pursue this venture. Commissioner Coop questioned where the drainage pond would be in front of the Public Works building and when Maple street would be finished. Smith Strack noted the extension of Maple Street would likely be linked to what happened on the four acre proposed Lot 3; if the lot was further subdivided the configuration of Maple Street may change to a cul-de-sac versus a through street. Stormwater facilities would be dependent on intensity of build-out and constructed as needed.

6. ADMINISTRATIVE REPORTS.

6.1. Commissioner Comments.

Commissioner Shutes and Krant reported to Commissioner Meyer on some roads in need of painting and signs along Enterprise drive which are faded.

Commissioner Meyer congratulated staff on the success for the Gala. Commissioner Krant concurred adding admiration for the amount of prep work staff does on agendas and research pointing out great work on the EDA powerpoint presented to Council.

6.2. Director's Update.

Community Development Director Smith Strack provided highlights of the Director's Update.

6.3. Upcoming Meetings.

Next Regular Session, 5:00 pm, Monday, March 12, 2018.

Commissioners were reminded of the next meeting.

7. ADJOURNMENT OF REGULAR SESSION.

MOTION by Commissioner Coleman, second by Commissioner Shutes, to adjourn the meeting at 6:22 PM. ALL VOTED AYE. MOTION CARRIED.

Respectfully submitted,

Renee Eyrich
Recording Secretary

**BELLE PLAINE ECONOMIC DEVELOPMENT AUTHORITY
REGULAR MEETING
MARCH 12, 2018**

PLEDGE OF ALLEGIANCE.

President Krant 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 p.m. on Monday, March 12, 2018 at City Hall, 218 North Meridian Street, Belle Plaine, MN. President Krant called the meeting to order with Commissioners Cary Coop, Chris Meyer, Nathan Shutes, Lisa Fahey, Crystal Doyle and Dick Coleman present.

Also present was Community Development Director Cynthia Smith Strack and JoAnne Foust from Scott County First Stop Shop.

2. APPROVAL OF AGENDA.

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

3. APPROVAL OF MINUTES. 3.1. Regular Session Minutes of February 12, 2018.

MOTION by Commissioner Meyer, second by Commissioner Fahey, to approve the Regular Session Minutes of February 12, 2018. ALL VOTED AYE. MOTION CARRIED.

4. TREASURERS REPORT. 4.1. Approval of Bills.

MOTION by Commissioner Meyer, second by Commissioner Coleman, to approve bills. ALL VOTED AYE. MOTION CARRIED.

5. BUSINESS.

5.1. Financial Incentives Update.

Community Development Director Smith Strack explained the EDA reviews outstanding and new loans at each EDA meeting. In 2018 the EDA has committed to \$647.50 to ROSE projects. The current balance of Fund 800, Revolving Loan Fund, unaudited is \$116,489.48. The current outstanding principal is \$207,908.25 with outstanding interest of \$18,958.07. All loans are current. It was the consensus of the committee to only give a financial incentive update when loans are requested or past due.

5.2. Mobile Food Unit Standards.

Community Development Director Smith Strack explained at the February meeting the EDA discussed food truck licensing (mobile food units or MFU's). The EDA accepted input from local food truck operators Kerry and Channe Dos. Consensus of the EDA was to encourage the presence of food trucks in Belle Plaine as a means of enlivening public spaces, allowing individual entrepreneurship at a small scale, and providing a variety of cuisine choices and dining options. The EDA recommended simple regulatory standards specific to mobile food units, broad access to the community by food venders, and convenient online access to licensing materials. Smith Strack explained to those ends staff have drafted Code language and application materials. The Code update and process amount to business licensing; therefore, comment from the EDA on certain standards is requested. Smith Strack presented the proposed draft standards: She noted the following are proposed to be exempt: locations where mobile food units are stored when not in operation; entities transacting business inside a permanent structure; operators of permanent business establishments that are vending on a sidewalk, a patio, or a similar place outside of their permanent business establishment; operators of home delivery conveyance of

groceries, restaurants, dairies, bakeries, and similar items; prepackaged or prepared food vending units in which there is no packaging, combining, cooking, chopping, slicing, mixing, brewing, squeezing, or otherwise preparing of food or drink on-site; sale of agricultural food products which such person has grown so long as there is no onsite food preparation; any person with a food stand/unit at a festival or event, with permission from festival or event organizers, on premises under the control of festival organizers; a City resident under the age of eighteen (18) selling water, soda, lemonade, or similar beverage or food items only at occasional times and from a stand on private property.

Smith Strack stated the proposed language also includes the following location standards but not a distance separation from brick/mortar storefronts: able to operate in a private commercial or industrial parking lot and on private residential property, with the written consent of the private property owner providing sales are not open to the general public; allowed to operate along a public street when the mobile unit is parked in a dedicated parking stall; able to operate in City-owned parking lots and/or City parks provided the City has specifically authorized use of a parking lot and/or park; but, in no instance can food trucks obstruct ingress or egress from commercial buildings during the building's hours of operation.

The proposed language also includes the following performance standards: Minnesota Statutes Chapter 157 and Chapter 28A, as may be amended, pertaining to mobile food units; a mobile food unit with an annual license may not operate on the same property more than 21 days annually; no mobile food unit sales shall occur between 11:00 p.m. and 7:00 a.m.; mobile food units are prohibited from discarding waste, liquids, garbage, litter, or refuse on City sidewalks, streets, on lawn areas, and in City drains, sewers, or trash receptacles; signage is allowed but limited; fire extinguishers are required; independent power supplies are required; and, mobile food units are prohibited from calling attention to said mobile food unit by crying out, blowing a horn, or by any loud or unusual noise or by the use of any amplifying device.

Commissioner Meyer and Coleman requested clarification on the 21 consecutive days in one spot clause. Community Development Director Smith Strack explained the code referred to 21 consecutive days in any one spot. This prevents a food truck from operating in lieu of a brick and mortar building.

Commissioners Meyer, Coleman, Fahey and Krant discussed if the prepackaged standards would affect the farmers market and those who sell there. Commissioner Shutes questioned how code would relate to food trucks Downtown and at Tatiana Field, questioned if food trucks could operate out of the school district parking lot. Smith Strack explained if operating on private property the mobile unit must have private property owner's permission and notify the City. Smith Strack explained the vendor would be responsible to get permission from the school to operate out of their parking lot. Commissioner Doyle questioned how a food truck would work during Bar-B-Q-Days Downtown or in front of the school. Commissioner Meyer relayed a time during the fire department water fights were going on and an ice-cream truck was serving ice-cream. Shutes questioned if the Committee feels the language is open ended enough to get started. Meyer stated the language seemed open ended enough to start and adjust as issues arise. Commissioner Coleman questioned if the City Attorney would look at the Mobile Food Unit Standards and application. Smith Strack explained the City Attorney looks at all proposed ordinances and usually looks at them when before the Council. Smith Strack further explained she envisions bringing the proposed language to a City Council Workshop on March 19th. Commissioner Krant questioned the power source being screened from the public view and wondered if it would be worded differently. Smith Strack explained the wording is a safety issue and would look at rewording. Commissioner Coop expressed concern with the propane tanks on the back sighting concern on being rear-ended. Smith Strack explained some cities require sales to only be made adjacent to sidewalks versus from a window facing the street. Coop questioned how the licensing will be managed. Smith Strack explained the mobile food units will have an annual license and will be required to notify the City of when they will be in town and where they will be selling.

Commissioners discussed concerns about having an uninvited food truck operating during a festival and whether or not blackout dates should be included in the regulatory language. It was the consensus of the

committee to hold off on blacking out dates or requiring clear zone between public events and food trucks at this time. Commissioners reached consensus to move forward with the language presented provided a typographical error was corrected and language related to screening was updated.

5.3. Meeting with Area Realtors.

Community Development Director Smith Strack explained the 2018 EDA goals include bringing new residential lots to market and meeting with various market sectors to further collaboration and understanding of the local market. To those ends staff recommends the EDA meet with area realtors and developers to gain input/insight as to how to bring additional lots to market. Smith Strack recommends a work session on April 18th. Commissioner's Coleman and Meyer questioned if any realtors would come forward and speak noting possible conflicts of interest for their business.

MOTION by Commissioner Shutes, second by Commissioner Coleman, to recommend meeting with area realtors as presented. ALL VOTED AYE. MOTION CARRIED.

5.4. Scott County Incubator/Accelerator Program: Joanne Foust, Guest.

Community Development Director Smith Strack explained the Scott County Community Development Agency is leading the development, programming, and direction of a business incubator/accelerator program for the benefit of all communities within the county. The CDA has drafted a business plan providing for program formation and implementation. The business plan envisions program participation alternatives and affords avenues of participation to all communities within the county. It is noted modifications to the business plan will be required as input from communities is obtained. Smith Strack explained Joanne Foust, Business Development Specialist Scott County First Stop Shop is in attendance to provide an overview of the county-wide incubator/accelerator program.

Joanne Foust presented a slideshow and overview of the incubator/accelerator program and took questions from Committee members. It was the consensus of the EDA to learn more about the incubator/accelerator program with any commitment yet to be determined.

6. ADMINISTRATIVE REPORTS.

6.1. Commissioner Comments.

There were no commissioner comments.

6.2. Director's Update.

Community Development Director Smith Strack explained the Director's Update is in the packet and requested any questions.

6.3. Upcoming Meetings.

Next Regular Session, 5:00 pm, Monday, April 9, 2018.

Community Development Director Smith Strack reminded the Commissioners of the upcoming meetings as listed.

7. ADJOURNMENT OF REGULAR SESSION.

MOTION by Commissioner Coleman, second by Commissioner Meyer, to adjourn the meeting at 6:28 PM. ALL VOTED AYE. MOTION CARRIED.

Respectfully submitted,

Renee Eyrich
Recording Secretary

APPROVED

**BELLE PLAINE CITY COUNCIL
WORK SESSION
MARCH 19, 2018**

1. CALL TO ORDER. 1.1. ROLL CALL.

The Belle Plaine City Council met in Work Session on Monday, March 19, 2018 at 7:57 p.m. in the council chambers of City Hall, 218 North Meridian Street, Belle Plaine, MN. Present were Mayor Christopher Meyer and Councilmembers Ben Stier, Cary Coop, Paul Chard and Theresa McDaniel.

Also present were City Administrator Meyer, Community Development Director Smith Strack, Public Works Superintendent Fahey, Chief of Police Stolee, City Attorney Bob Vose and City Engineer Duncan.

2. APPROVAL OF AGENDA.

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

3. DISCUSSION ITEMS.

3.1. Mobile Food Unit Standards.

Community Development Director Smith Strack explained the presence of food trucks in cities often sparks discussion pertaining to licensing and business opportunity. At this time Belle Plaine requires mobile food units obtain a transient merchant license, however, operational parameters are not clearly defined. For example, situations where food trucks are catering events on private property or asked to provide lunch alternatives to private establishments on their private property. Smith Strack explained a second example is use of public street/parking/park for set-up. As a means of proactively addressing anticipated requests, staff initiated conversation regarding the presence of food trucks, especially within the Downtown. Smith Strack noted initial discussion before the EDA was prudent given business and entrepreneurial interests. Staff invited Kerry and Channe Dos to an EDA to share their experience operating Russell's Traveling Kitchen which is based in Belle Plaine but operates in numerous communities. Smith Strack explained after receiving information from the Dos' and reviewing additional information the EDA recommended the development of code language relating to mobile food units and the creation of a license application. Smith Strack noted staff presented draft code language and a license application to the EDA for comment on March 12th.

Mayor Meyer explained he and Councilmember Coop were part of the discussion during the EDA meeting. Meyer presented a concern of policing the mobile food units during Bar-B-Q-Days or Non-profit events and the discussion of having blackout dates for such events. Meyer noted the City doesn't want to infringe on the non-profit organizations trying to raise funds. Councilmember McDaniel requested clarification on if food units need to apply everywhere they go and if the City could limit certain locations. City Administrator Meyer explained the food units are open to go anywhere but must be on public streets. Community Development Director Smith Strack explained food units are required to notify the City of each event. Smith Strack suggested adding language of parking on a public street, being in a striped parking stall and somehow tie to large assembly permits. Councilmember Stier questioned if we could limit food units to a dedicated area. Smith Strack explains Bar-B-Q-Days contract prohibits other sales. Councilmember Chard agreed black out days for non-profit events should be reserved as an option. City Attorney Vose explained black out days would be allowed only in the event of the public's health and welfare. Vose suggested language close to Minneapolis which has particular streets off limits all of the time. Public Works Superintendent Fahey questioned the enforcement policy and rules. Fahey wonders if \$50.00 is enough of a fee, stating he has had problems in the past where trucks dump garbage or grease down the sewer. Fahey would like to see some stipulations for those who don't abide by the rules as it usually costs the City money. City Administrator Meyer explained large assembly permits require a deposit which is held and applied only if needed. Mayor Meyer warned about becoming too strict and

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having food units pass us by for other cities. City Administrator Meyer suggested taking the proposed standards to Public Works, Public Safety and Department head committees for review before bringing back to council for action. Meyer's suggestion was the consensus of the council.

4. ADJOURN.

MOTION by Councilmember Coop, second by Councilmember McDaniel, to adjourn at 8:21 p.m. ALL VOTED AYE. MOTION CARRIED.

Respectfully submitted,

Renee Eyrich
Recording Secretary

SECTION 317.00 MOBILE FOOD UNITS.

317.01 Purpose.

317.02 Exemptions.

317.03 Definitions.

317.04 License Required.

317.05 License Conditions.

317.06 License Revocation, Suspension, and Penalty.

317.01 PURPOSE.

The City has determined that regulation of Mobile Food Units (MFUs) is necessary in order to protect the health, safety, and welfare of the public, as well as to promote the public interest by regulating the areas and methods of operation. To meet these ends, the City has determined that all persons or entities that desire to vend from MFUs within the City must be issued a license pursuant to the requirements of this Section.

317.02 EXEMPTIONS

Subd. 1. The following are exempt from provisions of this Section (Section 316 of the City Code as may be amended). Activities exempt from this Section may require other permits, licenses, approvals, etc. under this Chapter (Business Licenses, Regulations and Permits), Chapter 11 (Land Use), or other Sections of the Code.

Locations where mobile food units are stored when not in operation. The storage of commercial vehicles may be subject to other requirements of the City Code.

Entities transacting business inside a permanent structure.

Operators of a fixed place of business that are approved for vending on a sidewalk, a patio, sidewalk café or a similar place outside adjacent to their permanent commercial establishment.

Operators of home delivery conveyance of groceries, restaurants, dairies, bakeries, and similar items.

Prepackaged or prepared food vending units in which there is no packaging, combining, cooking, chopping, slicing, mixing, brewing, squeezing, or otherwise preparing of food or drink on-site. In order to be eligible for this exemption, all food or drink products must be prepared off-site as a prepared or pre-packaged food and must be ready for immediate purchase and consumption by a customer without any additional preparation whatsoever.

Sale of agricultural food products which such person has grown so long as there is no onsite food preparation.

Any person with a food stand/unit at a festival or event, with permission from festival or event organizers, on premises under the control of festival organizers. Said festivals and events may be subject to other Code standards, including but not limited to those pertaining to large assemblies.

A City resident under the age of eighteen (18) selling water, soda, lemonade, or similar beverage or food items only at occasional times and from a stand on private property.

317.03 DEFINITIONS.

Subd. 1. For the purpose of this subchapter, the following definition shall apply unless the context clearly indicates or requires a different meaning.

Mobile Food Unit.

A self-contained food service operation, located in a readily movable motorized wheeled or towed vehicle that is readily movable without disassembling and that is used to store, prepare, display or serve food intended for individual portion service; or

A mobile food unit as defined in M.S. § 157.15, Subd. 9, as it may be amended from time to time.

317.04 LICENSE REQUIRED.

Subd. 1. No owner or operator of any mobile food unit which is used for on-street soliciting for the sale, dispensing, soliciting, or vending of foods or beverages directly from the vehicle shall engage in the activity of selling, soliciting, dispensing, or vending unless a valid mobile food unit license is in effect and the provisions of this Section and other applicable Sections of the Belle Plaine City Code are met.

Subd. 2. It is unlawful for any person to operate a mobile food unit in the City without first obtaining a license from the City pursuant to the following:

The license is an annual license and non-transferable. Proof of license shall be displayed at all times in the mobile food unit.

The applicant shall be the owner of the mobile food unit.

The application shall be made on a form supplied by the City and accompanied by a fee as provided under the City's fee schedule.

The application shall contain the following information:

The applicant's full legal name, other names the applicant uses or is known by, date of birth and driver's license number or other legal identification with a photograph of the applicant.

The name of the owner and operator, if different than the owner, of the mobile food unit and the name of all persons working for the owner and operator of the mobile food unit.

The permanent and any temporary home and business address, phone numbers and email address of the applicant.

A description of the nature of the business, the goods to be sold, and a description and the license plate number of any vehicle to be used in conjunction with the activity.

The name, address, and contact information of the licensed commercial kitchen (commissary) where food is prepared and the location where gray water (used water) will be disposed.

A statement regarding whether the applicant has ever been convicted of a felony, gross

misdemeanor, or misdemeanor, including violation of a municipal ordinance or code, but excluding traffic violations. If applicable the date and place of conviction and the nature of the offense. A background check will be conducted.

A certificate of insurance by an insurance company authorized to do business in the state, evidencing the following forms of insurance:

Commercial general liability insurance, with a limit of not less than \$1,000,000 each occurrence. If such insurance contains an annual aggregate limit, the annual aggregate limit shall be not less than \$2,000,000;

Automobile liability insurance with a limit of not less than \$2,000,000 combined single limit. The insurance shall cover liability arising out of any auto, including owned, hired, and non-owned vehicles;

Food products liability insurance, with a limit of not less than \$1,000,000 each occurrence;

Public liability insurance, with a limit of not less than \$1,000,000 each occurrence;

Property damage insurance, with a limit of not less than \$1,000,000 each occurrence;

Workers compensation insurance (statutory limits) or evidence of exemption from state law; and

The city shall be endorsed as an additional insured on the certificate of insurance and the umbrella/excess insurance if the applicant intends to operate its mobile food unit on public property.

The certificate of insurance shall state that the insurance has been endorsed to require that the city be notified 30 days in advance of cancellation of the policy or a material modification of a coverage term;

Written consent of each private property owner from which mobile food unit sales will be conducted;

A copy of each related license or permit issued by Scott County and the state required to operate a mobile food unit; and

A copy of the applicant's state sales tax ID number.

317.05 LICENSE CONDITIONS.

Subd. 1. Location Requirements.

A mobile food unit may operate in a private commercial or industrial parking lot with the written consent of the private property owner.

A mobile food unit may operate along a public street when the mobile unit is parked in a dedicated parking stall. Mobile Food units shall be removed from public streets when not occupied by staff.

A mobile food unit may operate in City-owned parking lots and/or City parks provided the City has specifically authorized use of said parking lot and/or park. Mobile Food units shall be removed from public parking lot and/or park when not occupied by staff.

Mobile food units shall not obstruct or interfere with intersections, sight lines, public sidewalks/trails, driveways, alley access, or ingress or egress from commercial buildings during the building's hours of operation.

Subd. 2. Performance Standards.

The City of Belle Plaine hereby adopts by reference the provisions of Minnesota Statutes Chapter 157 and Chapter 28A, as may be amended, pertaining to mobile food units.

A mobile food unit with an annual license may not operate on or adjacent to the same property more than 21 days annually.

No mobile food unit sales shall occur between 11:00 p.m. and 7:00 a.m. unless approved by City Council with a Large Assembly Permit.

Mobile food units are prohibited from discarding waste, liquids, garbage, litter, or refuse on City sidewalks, streets, on lawn areas, and in City drains, sewers, or trash receptacles. Licensees shall be responsible for all litter and garbage left by customers. Licensees shall dispose of gray water daily.

A mobile food unit is not required to obtain a sign permit from the City. However, no additional signage is permitted beyond that which is on the mobile food unit unless it meets the following requirements:

One (1) sandwich board style sign not exceeding eight (8) square feet in size is permitted per mobile food unit.

The sign must be placed on the ground and within ten (10) feet of the mobile food unit.

The sign cannot project from the mobile food unit or be mounted to the roof of the mobile food unit.

A mobile food unit must have at least one, 2A:20BC fire extinguisher in the mobile food unit. If deep frying occurs in the mobile food unit, then the mobile food unit must have at least one Class K fire extinguisher in the mobile food unit. Each fire extinguisher must display an inspection tag dated within the past 12 months.

A licensee must comply with all laws, ordinances, regulations, parking zones and posted signs.

A mobile food unit must provide an independent power supply that is screened from public view, public streets, and adjacent residential districts if not part of the vehicle.

Propane tanks must be attached or secured to the mobile food unit and must be adequately ventilated.

Operators of mobile food units are prohibited from calling attention to said mobile food unit by crying out, blowing a horn, or by any loud or unusual noise or by the use of any amplifying device.

317.06 LICENSE REVOCATION, SUSPENSION, AND PENALTY.

Subd. 1. Revocation or Suspension. Any violation of this Chapter shall be grounds to revoke or suspend a license.

Subd. 2. Any person who violates any provision of this Article shall be guilty of a

misdemeanor and upon conviction shall be subject to a fine as set by State Statute. Each day a violation exists shall constitute a separate violation for the purposes of this Article.

(Ord. 21-06 Section 317.00, Adopted December 6, 2021)



MEMORANDUM

Economic Development Authority

DATE:	May 11, 2026
FROM:	Cynthia Smith Strack, Community Development Director
AGENDA ITEM:	Director's Update
REPORT:	<p>Design Committee The Design Committee did not meet in May.</p> <p>Planning Commission The Planning Commission will meet after the EDA meeting. Planning agenda includes a public hearing request for a downtown property.</p> <p>Other</p> <ul style="list-style-type: none">• 2050 Comprehensive Plan update• Public engagement tool development• Zoning information/assistance to two commercial entities• Facilitate sale of city property• Code review (zoning) assistance for building/zoning permits• City communications• Compile information for Scott County Housing and Commercial/Industrial Studies• Discussions with residential developer• HRA first time home buyer programming
SIGNATURE:	