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

MONDAY, AUGUST 10, 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 July 13, 2026.
(Note: minutes of Joint Council/EDA Session of July 20, 2026 were approved by Council on August 3, 2026)

4. TREASURERS REPORT.
4.1. Approval of Bills.

5. BUSINESS.
5.1. 2027 EDA/HRA Budget

6. ADMINISTRATIVE REPORTS.
6.1. Commissioner Comments.
6.2. Director's Update.
6.3. Upcoming Meetings.
1. Regular Session, 5:00 pm, **Monday, September 14, 2026.**

7. ADJOURN.

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

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www.belleplainemn.gov

BELLE PLAINE ECONOMIC DEVELOPMENT AUTHORITY
REGULAR MEETING
JULY 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 5:02 PM on Monday, July 8, 2026 at City Hall, 218 North Meridian Street, Belle Plaine, MN. President Duklet called the meeting to order with Commissioners Krant, Buck, and Fahey present. Commissioner Stacey, Cox and Evans were absent.

Also present was Community Development Director Smith Strack.

2. APPROVAL OF AGENDA.

MOTION by Commissioner Krant, 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 June 8, 2026.

MOTION by Commissioner Fahey, second by Commissioner Krant, to approve the Regular Session Minutes of June 8, 2026. ALL VOTED AYE. MOTION CARRIED.

4. BUSINESS.
4.1. ROSE Loan Request: 115 Main Street East.

Community Development Director Smith Strack reviewed the request from Nick Schmitt owner and ROSE Loan Request for 115 Main Street East.

A brief discussion was held.

MOTION by Commissioner Krant, second by Commissioner Fahey, to approve the ROSE Loan Request at 115 Main Street East. ALL VOTED AYE. MOTION CARRIED.

4.2. Updates.

Community Development Director Smith Strack reviewed updates including: business survey results; food truck discussion, and EDA joint council meeting on July 20th.

5. ADMINISTRATIVE REPORTS.
5.1. Commissioner Comments.

Commissioner Krant asked a clarification question on the July 20th meeting time.

5.2. Director's Update.

Community Development Director Smith Strack highlighted the Director's Update.

5.3. Upcoming Meetings.

1. Regular Session, 5:00 pm, **Monday, August 10, 2026.**

The Commission was reminded of the next upcoming tentative meeting.

7. ADJOURN.

MOTION by Commissioner Buck, second by Commissioner Krant, to adjourn the meeting at 5:21 PM. ALL VOTED AYE. MOTION CARRIED.

Respectfully Submitted,

Renee Eyrich
Recording Secretary

MEMORANDUM
Economic Development Authority

DATE:	August 10, 2026
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 June and July 2026 for your consideration.
ACTION:	For approval via MOTION
SIGNATURE:	Cynthia Smith Strack

FUND	DESCRIPTION	VENDOR	AMOUNT
801460500108000	02-2026 EDA: 2026 2ND QTR PER DIEM	EVANS, JAMES	$ 100.00
801460500108000	02-2026 EDA: 2026 2ND QTR PER DIEM	STACEY, REX	$ 150.00
801460500108000	02-2026 ED EDA: 2026 2ND QTR EDA	BUCK, ASHLEY	$ 200.00
801460500108000	02-2026 ED EDA: 2026 2ND QTR EDA	COX, STEVEN	$ 150.00
801460500108000	02-2026 ED EDA: 2026 2ND QTR EDA	DUKLET, SARAH	$ 200.00
801460500108000	02-2026 ED EDA: 2026 2ND QTR EDA	FAHEY, PATRICK	$ 50.00
801460500108000	02-2026 ED EDA: 2026 2ND QTR EDA	KRANT, RICK	$ 150.00
801460500202000	EDA: COPY PAPER	ODP BUSINESS SOLUTIONS, LL	$ 16.83
801460500202000	EDA: USAGE CONTRACT	METRO SALES INC	$ 110.62
801460500202000	EDA: USAGE CONTRACT	METRO SALES INC	$ 110.62
801460500207000	EDA: TRAINING	ELAN FINANCIAL SERVICES	$ 61.69
801460500207000	EDA: TRAINING	ELAN FINANCIAL SERVICES	$ 1.42
801460500321000	121589 EDA: 6/26 PHONE	CADY BUSINESS TECHNOLOGIES	$ 31.87
801460500321000	122791 EDA: 7/26 PHONE	CADY BUSINESS TECHNOLOGIES	$ 31.88
801460500322000	1029583744 EDA: BI-YEARLY EQUIP CONTRACT	PITNEY BOWES	$ 27.18
801460500322000	1029583054 EDA: POSTAGE EQUIP. CONTRACT	PITNEY BOWES	$ 16.81
801460500343000	39539 EDA: POSTCARD MAILING	WAGNER PRESS & GRAPHICS	$ 273.00
801460500407420	052926 ROSE LOAN 106 E MAIN ST	CHARD, PAUL	$ 1,500.00
801460500575000	60626011 EDA: COMPUTER MAINTENANCE	PC2 SOLUTIONS	$ 194.80
801460500739200	BUDGETED TRANSFER CITY REVOLVING LOAN		$ 10,000.00
802460500322000	063026 HRA GRANT POSTCARD POSTAGE	US POSTAL SERVICE	$ 112.34
802460500407410	051526 HRA GRANT ASH TREE REIMB	CHARD, PAUL	$ 433.50
TOTAL			**$ 13,922.56**

MEMORANDUM
Economic Development Authority

DATE:	August 10, 2026
FROM:	Cynthia Smith Strack, Community Development Director
AGENDA ITEM:	2027 EDA/HRA Budget

REVIEW:

Attached are 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 (for 2027 projected revenue is approximately $178K). The levy essentially caps the expenses related to EDA and HRA at that number. Current cash balances: EDA $192,000; HRA $105,000.

Proposed budget notes:

- Most expense categories are unchanged from 2026. Overall EDA reflects a significant decrease in expenses; however, that's primarily due to EDA program funds being moved to HRA program funds for First Time Homebuyer Program. Absent the program change the proposed EDA budget would still be a few hundred dollars less than 2026. HRA budget reflects increased program expenses i.e. $20,000.

- Wages and some wage associated expenses show a small proposed increase offset by lower benefit costs. 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 $15,000. Any surplus at year-end 2027 is envisioned for transfer to the City-Funded Revolving Loan Fund. Following is a starting point for discussion relating to business assistance programming.

INCENTIVE	2025	2026	2027
ROSE Loan	$ 10,000	$ 10,000	$ 10,000
Non-Programmed	$ 15,000	$ 15,000	$ 5,000
City funded Revolving Loan Fund*	$ 10,000	$ 10,000	Xfer YE '27
TOTAL EDA	**$ 35,000**	**$ 35,000**	**$ 15,000**
HRA Rehab, Revitalization, Energy	$ 10,000	$ 10,000	$10,000
Homebuyer/Non-Program	-	-	$20,000
TOTAL HRA	**$ 10,000**	**$ 10,000**	**$ 20,000**

** Established in 2022, current balance $50,000, forgivable component*

Program Guidelines:

- ROSE loan guidelines standards attached. **Does the EDA wish to adjust guidelines?**
- HRA rehab/energy efficiency program standards are attached. **Does the EDA wish to adjust guidelines?**

ACTION: The EDA is to discuss the preliminary budget and 2027 programming. Following discussion a RESOLUTION is attached recommending Council authorize.

SIGNATURE: Cynthia Smith Strack

801 Economic Development Authority

Account	Actuals 2023	Actuals 2024	Actuals 2025	Actuals 2026	Current Budget 2026	% Rec. 2026	Prelim. Budget 27	Budget Change 27	Final Budget 27	% Old Budget 27
31000 TAXES										
31010 Property Tax Lev	127,201	155,376	157,082	80,577	161,154	50%	161,154	-12,444	148,710	92%
31059 TIF Application Fee		15,650		350	0	***%	___________	___________	0	0%
31060 Abatement Application Fee	300				0	0%	___________	___________	0	0%
31061 Abatement Escrow	5,000				0	0%	___________	___________	0	0%
Group:	132,501	171,026	157,082	80,927	161,154	50%	161,154	-12,444	148,710	92%
32000 LICENSES AND PERMITS										
32100 General Admin			600		7,084	0%	7,084	-7,084	0	0%
Group:			600		7,084	0%	7,084	-7,084	0	0%
36000 MISCELLANEOUS REVENUES										
36210 Interest Earning	1,982	4,164	4,714	1,920	529	363%	529	___________	529	100%
36211 Interest Earning/MVA	534	650	583		0	0%	___________	___________	0	0%
Group:	2,516	4,814	5,297	1,920	529	363%	529	0	529	100%
39000 OTHER FINANCING SOURCES										
39200 Transfers	10,000				0	0%	___________	___________	0	0%
Group:	10,000				0	0%	0	0	0	0%
Fund:	145,017	175,840	162,979	82,847	168,767	49%	168,767	-19,528	149,239	88%

801 Economic Development Authority

Account Object	Actuals 2023	Actuals 2024	Actuals 2025	Actuals 2026	Current Budget 2026	% Exp. 2026	Prelim. Budget 27	Budget Changes 27	Final Budget 27	% Old Budget 27
460500 Development										
101100 Office Staff Salary	7,518	7,355	7,846	4,700	8,532	55%	8,532	619	9,151	107%
101110 Director Salary	64,559	70,237	57,861	32,462	67,332	48%	67,332	2,358	69,690	104%
108000 Per Diem	2,300	2,900	2,600	2,000	4,200	48%	4,200		4,200	100%
121000 Pera Deduction &Benefit	5,329	5,870	4,848	2,880	5,690	51%	5,690	224	5,914	104%
121100 Payroll Taxes Employer Sh	5,476	5,898	5,007	2,832	5,804	49%	5,804	228	6,032	104%
121200 MN Paid Leave Tax Employe				154	334	46%	334	13	347	104%
131000 Health Insurance	15,185	10,743	9,938	6,112	16,366	37%	16,366	-2,970	13,396	82%
151000 Workers Compensation	760	743	346		1,650	0%	1,650		1,650	100%
201000 Office Supplies	244	112	139		500	0%	500		500	100%
202000 Copy Expense	1,118	2,354	2,273	869	1,200	72%	1,200		1,200	100%
207000 Education/Training/Conven	778	1,246	848	872	1,000	87%	1,000		1,000	100%
208000 General Supplies	24	222	24		500	0%	500		500	100%
304000 Legal Fees	1,884	2,993		408	2,000	20%	2,000		2,000	100%
311000 Consulting Fees	7,100	28,360		1,656	10,000	17%	10,000		10,000	100%
321000 Telephone	1,107	388	383	223	1,080	21%	1,080		1,080	100%
322000 Postage	366	464	480	366	500	73%	500		500	100%
331000 Travel Expense					250	0%	250		250	100%
343000 Marketing & Promotions	4,608	323	515	713	1,000	71%	1,000		1,000	100%
351000 Publications	156				250	0%	250		250	100%
361000 General Liability	704	710	693		731	0%	731		731	100%
384000 Refuse Disposal	250	250	150		250	0%	250		250	100%
407420 Imprv Grants/Loan	20,000	16,920	10,560	1,500	35,748	4%	35,748	-20,000	15,748	44%
433000 Dues & Subscriptions		160			250	0%	250		250	100%
435000 Resource Supplies					100	0%	100		100	100%
437000 Refunds/ Reimbursements		663			0	0%			0	0%
570000 Office Equipment					500	0%	500		500	100%
575000 Computer Equipment/Maint,	1,928	2,425	2,573	1,814	3,000	60%	3,000		3,000	100%
739200 Transfer To Fund			10,000	10,000	0	***%			0	0%
Account:	141,394	161,336	117,084	69,561	168,767	41%	168,767	-19,528	149,239	88%
Fund:	141,394	161,336	117,084	69,561	168,767	41%	168,767	-19,528	149,239	88% %

802 Housing Redevelope Authority

Account	Actuals 2023	Actuals 2024	Actuals 2025	Actuals 2026	Current Budget 2026	% Rec. 2026	Prelim. Budget 27	Budget Change 27	Final Budget 27	% Old Budget 27
31000 TAXES										
31010 Property Tax Lev	2,952	3,171	5,350	4,211	8,422	50%	8,422	21,228	29,650	352%
Group:	2,952	3,171	5,350	4,211	8,422	50%	8,422	21,228	29,650	352%
36000 MISCELLANEOUS REVENUES										
36210 Interest Earning	2,586	4,311	3,596	1,228	500	246%	500		500	100%
36211 Interest Earning/MVA	499	450	341		0	0%			0	0%
Group:	3,085	4,761	3,937	1,228	500	246%	500	0	500	100%
Fund:	6,037	7,932	9,287	5,439	8,922	61%	8,922	21,228	30,150	338%
Grand Total:	151,054	183,772	172,266	88,286	177,689		177,689	1,700	179,389	

802 Housing Redevelope Authority

Account Object	Actuals 2023	Actuals 2024	Actuals 2025	Actuals 2026	Current Budget 2026	% Exp. 2026	Prelim. Budget 27	Budget Changes 27	Final Budget 27	% Old Budget 27
460500 Development										
304000 Legal Fees					100	0%	100		100	100%
322000 Postage				112	50	224%	50		50	100%
407410 Incentive Programs	4,554	10,000	6,944	3,414	10,000	34%	10,000	20,000	30,000	300%
407440 Housing Rental Rehab & Im	28,940	22,030			0	0%			0	0%
433000 Dues & Subscriptions					50	0%	50	-50	0	0%
Account:	33,494	32,030	6,944	3,526	10,200	35%	10,200	19,950	30,150	296%
Fund:	33,494	32,030	6,944	3,526	10,200	35%	10,200	19,950	30,150	296% %
Grand Total:	174,888	193,366	124,028	73,087	178,967		178,967	422	179,389	

BPEDA RESTORATION, OPPORTUNITY, SUSTAINABILITY, AND ENTERPRISE PROGRAM

The Belle Plaine EDA's Restoration, Opportunity, Sustainability, and Enterprise (ROSE) Program provides financial support for improvements to commercial properties in our community. Qualifying improvements must be visible from public streets and sidewalks and must result in credible and lasting value for the property. The program further supports retaining and restoring important features of historic structures, although not all projects need to be historic in nature to qualify. Through the ROSE Program, property owners and business operators may receive forgivable loans provided the projects and activities meet the designated criteria. Forgivable loans may be granted from 20% - 50% of eligible project costs depending on the nature of the project itself, with higher-value projects meeting all criteria receiving a greater match.

PURPOSE

The purpose of the Belle Plaine Economic Development Authority Restoration, Opportunity, Sustainability, and Enterprise Program is to promote externally recognizable physical improvement(s) to business properties resulting in:

1. Redevelopment, development, or expansion of existing structures.
2. Removal, prevention, or reduction in blighting conditions.
3. Maintenance or enhancement of property value.

ELIGIBLE PROJECTS

1. The following are eligible for program consideration on a dollar for dollar property owner to loan match basis (i.e. $1 property owner match for every $1 of loan). Projects with higher applicant participation are encouraged.

    A. Building additions and new construction that is consistent with the zoning code and approved by the Design Committee.
    B. New or replacement of awnings employed for building enhancement purposes as opposed to signage for a building tenant. The EDA may consider lettering or signage on awnings dependent on factors such as length in business and occupancy history.
    C. New or substantial improvement of building entrances such as the addition of porticos or larger storefront windows/doors.
    D. Building adornment improvements or building upgrades reminiscent of historical building construction.
    E. Placement or replacement of higher quality exterior building materials defined as brick, marble, granite, natural stone, textured cement stucco, artificial stucco, artificial stone, brick veneer, and stone veneer.
    F. Repointing of mortar and brick repair of structures deemed by the BPEDA to be of

potential historical significance.

G. Repair or replacement stucco.
H. Expansion of street level building openings (i.e. windows, doors) in the Central Business District.

2. Capital or material expenses associated with the following are eligible for program consideration on a property owner to loan ratio of $3:$1 basis (i.e. $3 property owner match required for every $1 ROSE loan).

    A. Signage consistent with City Code standards.

3. Capital or material expenses associated with the following are eligible for program consideration on a property owner to loan ratio of $5:$1 basis (i.e. $5 match required for every $1 loan).

    A. Re-roofing.
    B. Painting.
    C. Residing.
    D. Replacement of existing windows and/or doors with new windows and/or doors within the same openings.
    E. Landscaping, including planters and baskets.

4. Costs associated with the following activities may constitute fifty percent (50%) or less of the required applicant match but are not eligible for loan funding.

    A. Changing of awnings due to tenant or occupancy change.
    B. Signage.
    C. Relocation of window and/or doors.
    D. Interior physical improvements to the structure.
    E. HVAC, electrical, and mechanical upgrades
    F. Building acquisition.
    G. Trash or mechanical enclosures.
    H. Access improvements required under the Americans with Disabilities Act.

5. Projects including a combination of match components (i.e. $1:$1, $5:$1, and 50% applicant match) shall be reviewed concurrently as a single project with individual match component requirements applied.

<u>INELIGIBLE PROJECTS</u>

The following do not constitute eligible activities:

1. Sweat equity.
2. Activities including a reduction in window/door openings in the Central

Business District.
3. Activities not consistent with the City Code and/or Building Code as may from time to time be amended.
4. Activities proposed by Applicants who are not in good standing with the City. For example, Applicants who have past-due utility bills, delinquent property tax payment(s), delinquent assessments, unresolved building permit issues, non-current rental licenses, and similar issues
5. Activities on property owned by individuals who are not in good standing with the City. For example, property owners who have past-due utility bills, delinquent property tax payments, delinquent assessments, unresolved building permit issues, non-current rental licenses, and similar issues.

<u>DURATION</u>

Loans may be made under these policies to the extent that funds are available as allocated by the City Council on an annual basis.

<u>NATURE OF LOANS</u>

1. Maximum Loan Amount and Term.
   A. For projects with a building permit value of less than $10,000 the maximum amount for the loan is $1,500 and the term is one year.
   B. Projects with a building permit value of $10,000 or more may be eligible for an additional $1,500 for every $10,000 in building permit value. The loan term will be calculated as one (1) year per each $1,500 in loan proceeds, rounded up with $1,500 forgiven each year.
2. Maximum Number of Loans.
   A. One per structure per calendar year, and
   B. One outstanding loan per structure, and
   C. One outstanding loan per Applicant, defined as individual owners, partnerships, corporations, tenant operators, or contract for deed purchasers of property and building within the City of Belle Plaine.

3. Required property owner match may be in the form of equity or a loan from a lender provided the lender is not the City of Belle Plaine or the BPEDA.

<u>LOAN APPROVAL PROCESS</u>

Loan applications will be accepted year-round and reviewed as followed:

1. The Application shall be signed by the owner of the subject property. The Applicant may be the property owner or property lessee.

2. The Applicant shall complete and submit an application on a form approved by the BPEDA.

3. The Applicant shall provide required information as directed. Required information may include estimates from contractors, material/color samples, site or building plan drawings or illustrations, and other pertinent information.

4. Staff will review each loan application and make a recommendation to the Belle Plaine Economic Development Authority (BPEDA). The BPEDA will review the request. The BPEDA may approve the full loan amount requested, approve of a portion of the loan amount requested, or deny the request. Loan disbursements shall be approved by resolution of the City Council. If the BPEDA denies the loan request no City Council action is required.

5. The Applicant shall execute a promissory note prior to loan disbursement.

6. The following criteria will be used to evaluate the loan application:
   A. Whether or not the required applicant match is met. Projects including a larger applicant match than required will receive priority consideration. Projects not meeting the required match will not be considered.
   B. The extent to which the project will promote retention of existing businesses or promote the establishment of new businesses.
   C. The overall cost of the project and the resulting increase in estimated market value. Projects with higher overall costs and/or projects resulting in higher estimated market value increases will receive priority consideration.
   D. The extent to which the project utilizes local contractors, suppliers, vendors, professionals, and/or financial institutions. Projects using more local resources will receive priority consideration.
   E. Whether or not the project is consistent with the Comprehensive Plan and zoning code. Projects not consistent with the Comprehensive Plan or zoning code will not be considered unless appropriate action is taken to remedy the inconsistency (e.g. Comprehensive Plan amendment, variance issued, rezoning, etc).

7. Application Review/Decision Timeline. Applications will be accepted on a year-round basis. Applications shall be reviewed as follows:
   A. Applications for projects of $10,000 or more in projected costs as evidenced by a signed estimate from a professional contractor(s) will be considered on a monthly basis.
   B. Applications for projects less than $10,000 in projected costs as evidenced by a signed estimate from a professional contractor(s) will be considered on a quarterly basis (March, June, September, December). The City may require additional estimates from professional contractors to validate project costs.
   C. Applications shall be reviewed based on merit of the project as defined by the established review criteria and not dependent on the date a completed application was received.

APPLICANT ELIGIBILITY

Applicants may be individual owners, partnerships, corporations, tenant operators, or contract for deed purchasers of property and building within the City of Belle Plaine, but must provide all documentation of entity status requested in the application form. Tenant operators shall be co-applicants for the Façade Improvement Loan Program together with fee owners of subject real property. The Applicant's property must be of conforming use or a legal non-conforming use under the Belle Plaine Zoning Ordinance.

PAYMENT OF LOAN

If a building permit is required, it must be obtained concurrently with application for loan funds. The proposed improvements must be approved by the Design Committee prior to approval of funding and commencement of the project.

The Applicant must submit the invoice or bill (or copy) for the improvement to the Community Development Director. The City will process a check for one-half of the amount of the bill up to the maximum loan amount. The check will be forwarded directly to the company or the vendor of the product. Under no circumstances will the Applicant be directly reimbursed for work done, nor will work completed prior to approval of the application be allowed to qualify for the loan funds, unless approved by the EDA with reasonable justification by the Applicant as deemed necessary by the Commission.

REPAYMENT OF LOAN

The amount of the loan (without interest) will be due and payable to the Belle Plaine EDA one (1) year following the distribution of loan funds. If, however, the business to which the loan was granted remains in business in the improved building one (1) year following the distribution of loan funds or the Applicant transfers ownership to another entity that maintains the business in the improved building for at least one (1) year following the distribution of loan funds, the loan shall be forgiven by the Belle Plaine EDA. For loans with terms exceeding one year, the loan amount shall be forgiven by $1,500 per year.

CONFLICT OF INTEREST

The applicant shall submit the name(s) or the owner(s), shareholder(s), partner(s), sole proprietor, corporation member(s), or other person(s) or business(es) with any financial interest in the project and its financing in order to preclude any conflict of interest in the loan review and approval process.

RIGHT TO DENY

The BPEDA reserves the right to deny any application based on written review criteria, written policy, and/or limited program funds.

TIMELINE

The project shall be completed within six (6) months of loan approval, however, a one-time additional six (6) month extension may be approved by the BPEDA upon written request of the loan Applicant. Failure to complete the project within the required timeline shall result in complete cancellation of loan approval without action of the EDA.

RESTORATION, OPPORTUNITY, SUSTAINABILITY & ENTERPRISE PROGRAM

Proposed Activity	**Required Property Owner to Loan* Match**	**Investment Rationale**
Building additions & new construction consistent with zoning code & approved by the DC	$1:$1	The City/EDA prioritizes projects which result in credible and lasting improvements visible from public streets and sidewalks. The City/EDA also prioritizes projects retaining and restoring important features of historic structures. As such projects involving these activities are of a higher priority for grant dollars. Larger projects resulting in increases in tax value are preferred.
New awnings	$1:$1	
Replacement awnings structural	$1:$1	
New or substantial improvement of building entrances, e.g. porticos or expanded windows	$1:$1	
Building adornment improvements reminiscent of historical building construction	$1:$1	
Building upgrades reminiscent of historical building construction	$1:$1	
Placement/Replacement high quality exterior building materials	$1:$1	
Repointing, structures of potential historical significance	$1:$1	
Brick repair, structures of potential historical significance	$1:$1	
Repair of stucco	$1:$1	
Replacement of stucco	$1:$1	
Expansion of street level building openings (i.e. windows, doors) in the CBD	$1:$1	
Signage - must meet sign code standards; must complete design review if needed	$3:$1	$3 owner to $1 grant ratio
Re-roofing	$5:$1	The City/EDA recognizes building maintenance & beautification efforts are valuable. As such major maintenance & landscaping projects are eligible for program funds.
Painting	$5:$1	
Residing	$5:$1	
Replacement of existing windows and/or doors with new windows/doors in same openings	$5:$1	
Landscaping, including planters and baskets	$5:$1	
Changing of awnings due to tenant or occupancy change	May constitute ≤ 50% of local match	The City/EDA recognizes value in certain activities that, when paired with eligible activities, increase the value of a project. Projects involving ancillary activities may constitute a portion of the required local property owner match but are not eligible for grant dollars.
Relocation of windows and/or doors	May constitute ≤ 50% of local match	
Interior physical improvements to the structure	May constitute ≤ 50% of local match	
HVAC, electrical, and mechanical upgrades	May constitute ≤ 50% of local match	
Building acquisition	May constitute ≤ 50% of local match	
Trash or mechanical enclosures	May constitute ≤ 50% of local match	
Access improvements required under the Americans with Disabilities Act	May constitute ≤ 50% of local match	
Sweat equity	Not eligible for program	The City/EDA finds these types of activities are not appropriate for investment under the restoration, opportunity, sustainability, and enterprise grant program.
Activities including a reduction in window/door openings in the Central Business District	Not eligible for program	
Activities not consistent with City and/or Building Code	Not eligible for program	
Activities proposed by applicants not in good standing with the City	Not eligible for program	
Activities on property owned by persons not in good standing with the City	Not eligible for program	

* Maximum loan typically $1,500

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

Company Information:

Name of Business: ____

Current Address: ____

Telephone: ______________________ E-mail____________________

Primary Contact Person: ____

Title: _________________________________

Telephone: _________________________________

Nature of Business: ____

____

Form of Business Organization:

☐ CD Purchaser ☐ Tenant Operator ☐ Other______________

☐ Sole Proprietorship ☐ Limited Partnership __________________

☐ Partnership ☐ Corporation (Cooperative)

Number of Employees: Total: ________ Full-Time: ________ Part-Time: _________

Property Owner(s): ____

____

Number of years in businesses in Belle Plaine: _______________________________

Project Description:

Briefly describe the nature of the project: ____________________________________

____

____

Approximate Amount Requested: ____

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

Funds to be used for: ____

____

____

Is the proposed building a conforming use or legal non-conforming use under the City of Belle Plaine's Zoning Ordinance? ☐ Yes ☐ No

What is the estimated completion date for the project?: _________________________

____

I have read, understand, and agree to comply with the Policy for the ROSE Loan Program of the Belle Plaine Economic Development Authority and the City of Belle Plaine.

____
Applicant Signature

____
Applicant Name (printed)

____
Property Owner Signature

____
Property Owner Signature

____
Date

For Office Use Only:

☐ Reviewed by: _________
Approved: _________
Denied: _________

☐ Reviewed by Design Committee
Approved: ___________
Denied: ___________

☐ Invoice submitted: ______________

Amount: ___________

Date Paid: ___________

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 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:
Address:			
E-Mail:			
SUBJECT HOME	Address:	Belle Plaine, MN	P.I.N:
Year Constructed:	Lot Number:	Block Number:	Subdivision:
Is home in or potentially in violation of any city ordinance? **Y** **N**			Violation:

WORK DESCRIPTION: (Describe energy efficient improvements, attach documentation of energy standards)

POTENTIAL COMPLETION DATE:

____

____

____

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:**
□ Income meets requirements		□ Attached proof of purchase(s)
□ Improvements meet energy efficiency requirements		□ Building permit completed and closed
□ Zoning ordinance compliant		
□ Building permit issued	Permit #	
□ Permit not required to conduct work		□ Reimbursement check issued
□ Approved Amount: $_____	□ Denied	Issue Date:

Comments:____

____

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

BELLE PLAINE ECONOMIC DEVELOPMENT AUTHORITY
RESOLUTION NO. 26-04

RESOLUTION APPROVING PRELIMINARY 2027 BUDGET AND RECOMMENDING AUTHORIZATION TO CITY COUNCIL

WHEREAS, The Belle Plaine Economic Development Authority was established on November 19, 1990 by City Council Resolution 90-40; and,

WHEREAS, the establishing resolution requires that prior to September 1st of each year the Belle Plaine Economic Development Authority shall send its budget to the City Council; and,

WHEREAS, the Belle Plaine Economic Development Authority exercises Housing and Redevelopment Authority powers; and,

WHEREAS, the Belle Plaine Economic Development Authority has reviewed a preliminary budget for fiscal year 2027.

NOW THEREFORE BE IT RESOLVED BY the Board of Commissioners (the "Board") of the Belle Plaine Economic Development Authority (the "Authority"), as follows:

1. A budget in the amount $179,389 is hereby approved and authorized for submittal to the Belle Plaine City Council.

2. EDA (801) Programs are funded as follows:
    a. BPEDA Restoration, Opportunity, Sustainability, and Enterprise Program (ROSE): $10,000
    b. Non-Programmed: $5,000
    c. In the event a surplus exists in Fund 801 at fiscal year-end 2027, it shall be transferred to the City Funded Revolving Loan Fund.

3. HRA (802) Programs are funded as follows:
    a. Residential Rehabilitation and Energy Efficiency Improvement Grant Program: $10,000
    b. Non-Programmed/First Time Homebuyers Program: $20,000

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 August, 2026.

BELLE PLAINE ECONOMIC
DEVELOPMENT AUTHORITY

____
Sarah Duklet, EDA President

ATTEST
____
Cynthia Smith Strack, Community Development Director

MEMORANDUM

Economic Development Authority

DATE:	August 10, 2026
FROM:	Cynthia Smith Strack, Community Development Director
AGENDA ITEM:	Director's Update
REPORT:	**Design Committee** The Design did not meet in August. **Planning Commission** The Planning Commission and EDA met with Council on August 3rd. **Other** • 2050 Comprehensive Plan update • Physical profile mapping • Attended Scott County CDA Strategic Plan Visioning Session • Closing on city property sale • Zoning information/assistance to three commercial entities • Code review (zoning) assistance for building/zoning permits • City communications • Compile information for Scott County Housing and Commercial/Industrial Studies • Discussions with residential developer • LAHA grant request • Metro Council grant request • Pre-TIF application coordination/review • HRA first time home buyer programming
SIGNATURE:	Cynthia Smith Strack