

**MINUTES**  
**BUSINESS DISTRICT DEVELOPMENT AND REDEVELOPMENT COMMISSION**  
**REGULAR MEETING**  
**October 11, 2017**

Chairperson Jenna Grimm called the meeting to order, with the following members present: Voting Members –Bill Aupperle, Matt Fick, Jenna Grimm, Todd Grimm, Jim Ritthaler and Dane Zeller. Non-Voting Members present – Administrator Julie Smick, Trustee Randy Belsley, Chamber/EDC Executive Director Leigh Ann Brown, and EDC Community Development Director Lenora Fisher. Absent: Voting Members –Cathy Kemp and John McVey. Non-Voting Members – Mayor Jeff Kaufman.

**Presentations** – None.

**Public Comment** – None.

**Approval of the Minutes** – Motion by Aupperle, seconded by Zeller, to approve the minutes of the September 20 2017, meeting. Motion approved by voice vote, all in favor.

**Unfinished Business:**

Façade Grant Program – The Commissioners discussed the existing façade grant and possible changes to the program. Commissioners determined that several changes were needed to make the program focus on improvements needed. The changes recommended are:

1. Change the name of the grant program to the Building Improvement Grant Program
2. Changes to the application process:
  - a. Allow application to be made throughout the year, with funding on a first come, first served, basis beginning each May 1.
  - b. Applications must be submitted by the 15<sup>th</sup> of the preceding month.
  - c. Include a timeline in the application which outlines the process
  - d. Add the following questions
    - i. Is the project expected to generate additional sales/business tax dollars?
    - ii. Is the project expected to create additional jobs?
    - iii. Will the project increase the property value?
    - iv. Does the project eliminate/reduce blight?
    - v. Is any bid submitted by a company owned by related party?
  - e. Require cost breakdowns
  - f. Require an interview or presentation be done at the following meeting to explain the project to the Commission. Interview would not exceed 5 minutes and would include an explanation of the impact of the project on the appearance of the building.
  - g. Remove listing in the application of what is covered, keeping only the list of excluded items.
  - h. Include a repayment clause for reimbursement funds received when sale of the business occurs within one year, must repay 80%, two years, must repay 60%, three years, must repay 40%, and in fourth year, must repay 20%. After the fourth year no repayment required.
  - i. Owner can only apply for project on same parcel number every 5 years.
3. Include in the new program payment for permanent landscaping; such as trees, shrubs, perennials planted in the ground.
4. Allow for payment for new construction for redevelopment of existing facilities and expansion.
5. Limit the payment for roof repairs and maintenance/upkeep items, unless it is part of a larger project. If not part of a larger project then grant amount is reduced by 50% to \$5,000.
6. Restrict payment of labor for owner's labor
7. Include payment for interior improvements for code requirements for new businesses or old businesses that relocating to a different parcel number.

**New Business:**

Fund Balance Report – Commissioners were asked to review the report and email Administrator Smick with any questions.

Façade Grant Reimbursement Request – Commissioners voted to approve the reimbursement request submitted by Johnson Floral. Motion by Murphy, seconded by Zeller, to approve the reimbursement. The motion was approved by the following roll call vote:

Yes: Fick, Grimm, J; Grimm, T; Johnson, Murphy, Ritthaler, Zeller and Aupperle;

No: None

Absent: Kemp, McVey

**Adjournment:**

With no further business, Ritthaler moved to adjourn, seconded by Zeller, followed by a unanimous voice vote.