

**MINUTES**  
**BUSINESS DISTRICT DEVELOPMENT AND REDEVELOPMENT COMMISSION**  
**REGULAR MEETING**  
**October 12, 2022**

Chairperson Grimm called the meeting to order at 4:01 pm, with the following members present: Voting Members – Bill Aupperle, Jenna Grimm, Todd Grimm, Jim Ritthaler, Jason Scarfe, Wesley Sutter, and Dane Zeller. Non-Voting Members present –Administrator Julie Smick and Trustee Steve Leitch. Absent: voting members – Cathy Kemp and Tom Osborne; non-voting members - EDC Director Leigh Ann Brown.

**Presentations** – None

**Public Comment** – None

**Approval of the Minutes** – The minutes from the June 8, 2022, meeting, were presented for approval. Motion by Aupperle, seconded by Zeller for approval. Motion approved by voice vote, all in favor.

**Unfinished Business:**

Changing meeting date and/or time

The Commissioners discussed changing the meeting date and/or time to make the meeting more accessible to potential new Commissioners. After discussion, it was found that a change will not be made.

**New Business:**

Changing Grant Application – Discussion held by Commissioners for changing grant requirements on the following:

Requiring a copy of applicants lease – Concern was if applicant is a tenant and lease expires then the improvements made could be abandoned. Consensus reached was as the goal of the grant program is to reduce blight, then improving a building will meet that goal.

Removing landscaping as an eligible item – Concern was landscaping needs to be maintained by applicants. Consensus reached that overall there hasn't been a great deal of issues with the applicants maintaining the landscaping, and that the few who haven't are small in number. Landscaping will remain an eligible item.

Requiring improvements to be visible from the street – Commissioners will review the grant application and return this item for discussion if needed.

Grant Application

**Zobrist Construction** – Grant Zobrist presented their company project to replace the landscaping at 95 Commerce Dr. The Commissioners then reviewed the documents submitted for his application. Motion by Grimm, seconded by Zeller to approve the grant of \$10,000 for the landscaping work. Motion approved by the following voice vote:

Yes: Grimm, J., Grimm, T., Ritthaler, J.; Scarfe, J.; Sutter, W.; Zeller, D.; Aupperle, B  
No: None  
Abstain: None  
Absent: Kemp, Osborne

**Tazewell Knights of Columbus** – The K of C had been approved for a grant in June 2022 but have found that the sign the originally applied for isn't exactly what they wanted. They withdrew that grant application and filed another application for the new sign format. The commissioners reviewed the new quotes and application. Motion by Scarfe, seconded by Zeller to approve the new grant amount of up to \$8,125 for the sign. Motion approved by the following voice vote:

Yes: Grimm, J., Grimm, T., Ritthaler, J.; Scarfe, J.; Sutter, W.; Zeller, D.; Aupperle, B  
No: None  
Abstain: None  
Absent: Kemp, Osborne

**Approval of Grant Reimbursements**

**Hambrick Commercial Properties** – The applicant provided the documentation for reimbursement. The Commissioners reviewed the documentation. Discussion was held regarding the length of time since grant was approved in December 2020. Motion was made to approve the reimbursement and waive the time deadline due to supply chain issues during COVID. Motion made by Aupperle, seconded by Ritthaler. Motion approved by the following voice vote:

Yes: Grimm, J., Grimm, T., Ritthaler, J.; Scarfe, J.; Sutter, W.; Zeller, D.; Aupperle, B

No: None

Abstain: None

Absent: Kemp, Osborne

Fund Balance Report – The Commissioners reviewed the report provided by Administrator Smick.

**Adjournment:**

With no further business, Ritthaler moved to adjourn at 4:55 pm, seconded by Scarfe, approved by a unanimous voice vote.