

**MINUTES**

**July 23, 2015**

Board Meeting

City Hall – Council Chambers

**Members Present:**

Steven Woods.....President  
Lisa Jones.....Vice-President  
Angela Coy.....Treasurer  
John Ditmars.....Member

**Others Present:**

Robert Schafstall.....Legal Counsel  
Krista Linke.....Community Development Director  
Julie Spate.....Recording Secretary

**Call to Order:**

Steve Woods called the meeting to order at 8:02 a.m.

**Approval of Minutes:**

Lisa Jones made a motion to approve the July 2, 2015 minutes as presented. Angela Coy seconded the motion. The motion carried.

**Public Comment:**

None.

**Committee Reports:**

- A. **Communication Committee:** Steve Woods (Meets as needed): Rhoni Oliver reported that the website is complete and ready to go live if given approval today. [www.FranklinDevelopmentCorporation.org](http://www.FranklinDevelopmentCorporation.org). Once it is up and running, Ms. Oliver welcomes any feedback from the members. Krista Linke will update the FB page, send out an e-mail with the new web address and issue a press release.
- B. **Finance Committee:** Jeff Mercer and Angela Coy (Meets as needed): Ms. Coy stated they are working on the budget and cash flow projections for next year. Ms. Linke has requested to consolidate some bank accounts and that will be handled through the committee.
- C. **Abandoned/Tax Certificate Properties:** Kim Minton and Mike Denney (Next Meeting TBD): Ms. Oliver explained that the FDC retreat discussed new regulations for new money. The committee will work through this. This does not affect properties previously asked for, and these are with Rob Schafstall at this time. The tax sale properties were not yet online through SRI but will be soon, and Ms. Oliver will watch that to work with the committee on recommended properties to secure from the city after the October tax sale.
- D. **Loan and Grant Committee:** Lisa Jones, Mike Denney & David Bedwell (Next Meeting: August 19th, @ 3:00pm):

1. RRLF 107: Julie Stewart & Christine Combs - 383 E. Madison Street - Ms. Jones identified that Ms. Stewart is present. Ms. Stewart reported they have had a number of showings in their efforts to sell the property. Ms. Jones offered the committee's recommendation that the board grant a 60-day deferral beginning today. Appreciation was expressed to Ms. Stewart for the manner in which she keeps the board current and would request that continue through this deferral period.

Motion was made by Ms. Jones to grant a 60-day deferral to Ms. Stewart on her loan payments. Second by Ms. Coy. No discussion. Motion approved.

2. CFMG: 151 Holiday Place – Trent Petro – Mr. Petro came before FDC last month to ask for some exceptions to his strip center façade remodel project be considered. Mr. Petro's total cost estimate is \$50,483. He asked the committee to consider assisting with the cost of paving which is not currently on the list of improvements approved through the façade grant program. Mr. Petro also asked to be allowed to paint the entire building due to the visibility of the building from all sides. The cost estimate for painting the entire building is \$10,000. The committee recommends not approving the paving but approving the painting. Though the committee is supportive of the importance of the paving, it is not part of the grant fund usage and in order to best allocate funds to help the greatest number of people, the committee does not recommend changing that guideline. Ms. Coy recalled the only thing the committee removed from Mr. Petro's \$100,000 proposal was the paving at \$30,000, so the grant was awarded at \$35,000 maximum. Ms. Linke explained that Mr. Petro had submitted a projected budget but not actual contractor estimates. Ms. Coy inquired as to the need to approve the addition of the painting cost if it was never removed from Mr. Petro's original projected budget. Ms. Jones questioned if painting for the entire building was initially approved. The total with the \$10,000 added in would be \$60,483 for which Mr. Petro would provide a 50% match.
3. CFMG: 97 E. Monroe Street – B2S Labs – This project is pending, awaiting the design review and estimates. The design committee has made a recommendation so B2S Labs is looking at cost estimates for this. Ms. Linke met with them Tuesday, and they are waiting on completion of one final property survey by the end of the week and they will be ready for closing early next week.
4. CRLF: 55 W. Madison Street – Phil & Deirdre Warrenburg – This is still pending. Mr. Warrenburg is to present a project update to RDC at their August meeting.
5. CFMG: 197 E. Jefferson Street – John Jessen – This is pending design committee review and awaiting decisions from Jessens as to what they want to include in the project. They are considering painting, signage, possible landscaping and refurbishing the wood doors. Ms. Linke reported that an on-site meeting was held with the design committee who will propose color schemes and design concepts. That will be followed up with contractors' estimate to be ready for fund appropriation at the August meeting. Mr. Jessen inquired as to who's responsibility are the Home Avenue sidewalks. Ms. Linke responded they are the property owners and the city street department has a share program for which Ms. Linke will get the contact information and provide to Mr. Jessen.

6. CFMG: 164 E. Jefferson Street – Dan & Tauria Catlin – Dan Catlin was present and explained they have a handshake agreement to purchase this building contingent upon damage done during the recent rainstorms requiring adjustment of original cost estimates for a complete building remodel. Mr. Catlin gave a detailed description of the construction project, citing two proposals are being considered, one that replaces the turret and one that would create a flat bay. The total cost of the project is estimated at \$180,000 including purchase. Ms. Linke confirmed waiting for contractor final estimates to come in and a decision made on the front façade. Ms. Jones assured that the scope of this project falls entirely within the guidelines. The possibility of additional funding for the turret was discussed in committee in an effort to maintain the integrity and original architecture of the building. Ms. Jones asked about a tentative approval from the board at this time without design review and estimates. Ms. Jones asked to wait until we see the numbers per normal protocol.

Ms. Jones added that the committee discussed the intent of the façade grant program, identifying funds are for improving the quality of the work being done. This contributed to the decision to not contribute to the paving for the Petro project.

**B2S Labs Economic Development Agreement with the FDC:** Ms. Linke reported that RDC reappropriated funds to the FDC so they should be available to B2S Labs through the FDC. Ms. Linke wants to insure all is complete from FDC so B2S can draw on these funds as needed. Ms. Linke has the signed grant agreement but not the signed economic development agreement.

Ms. Jones made a motion to give authority to the FDC President to sign on behalf of the board the \$250,000 grant agreement and closing documents. Second was made by Ms Coy. Motion was approved.

**Board Retreat held on July 20th, 2015:**

Mr. Woods stated that Jeff Mercer led the group through the FMEA process at retreat. Data is being collected on existing programs that Kim Minton will process and will be used to formulate a strategic plan which will be presented to the RDC in a couple of months.

**June Financial Report:**

- a) Balance Sheet
- b) Budget vs. Actual
- c) Residential Revolving Loan Fund (RRLF) – Ms. Linke reported that the Schmidt bankruptcy filing is in process. Two Roach loans have been added to repayment and sent in. And the Rogers loan was repaid in full before it ever went for processing. Dustin Royer has a closing scheduled for this week and will be repaid in full at that time.
- d) Commercial Revolving Loan Fund (CRLF) – A decision was made on the Pipestone Property Management. They will continue to draw on the remaining funds to finish out the second floor to make it an apartment. They are waiting for contractor estimates.
- e) Downtown Façade Matching Grant (DFMG) – The Tap Room was finalized and closed out.
- f) Requests for Proposals (RFP) and Direct Investments (DI) – The Arts Garden has been closed out. A small amount remains on Jefferson Street Pub. Fred Paris has begun draws on his account.

Ms. Jones asked if we have guidelines in place for people sitting on loan funds for extended periods of time but not making draws. Ms. Linke confirmed that they have nine months. New loans are in compliance and older ones are being brought under that guideline going forward. Ms. Jones also addressed a couple of outstanding accounts and Ms. Linke confirmed that Mr. Schafstall is in process on those.

**Director Report:**

Ms. Linke ordered signs for ongoing projects to help publicize the FDC. They can now be put out since the website is live. Ms. Oliver and Ms. Linke have reviewed the mixed use downtown area. Forty-two properties have been done through the FDC and 83 more have not availed themselves of these programs. The list is prepared and if each took advantage of FDC programming, total programming dollars needed would be \$2,675,000. Ms. Jones stated that loan and grant committee will go through the list to work with the priority properties to get them involved.

**Additional Items:**

- Next Regular Board Meeting-August 27th, 2015 at 8:00 a.m.

**Adjourn:**

No further business came before the Directors.

A motion to adjourn the meeting was made by Ms. Jones at 8:47 a.m. Seconded by Ms. Coy.

**Approved this 27th day of August, 2015:**

By: \_\_\_\_\_

Steven Woods, President

Attest: \_\_\_\_\_

Jeffrey Mercer, Secretary