

**MINUTES**

**June 23, 2016**  
Board Meeting  
City Hall – Council Chambers

**Members Present:**

Jeff Mercer ..... President  
Steve Woods..... Vice President  
Kim Minton ..... Secretary  
Angela Coy.....Treasurer  
David Bedwell ..... Member  
Lisa Jones ..... Member

**Others Present:**

Robert Schafstall ..... Legal Counsel  
Rhoni Oliver ..... Community Development Specialist  
Julie Spate ..... Recording Secretary

**Call to Order:**

Jeff Mercer called the meeting to order at 8:00 a.m.

**Approval of Minutes:**

Steve Woods made a motion to approve the May 26, 2016 minutes as presented. Lisa Jones seconded the motion. The motion carried.

**Public Comment:**

None.

**Committee Reports:**

**A. Communication Committee or Monthly Update:**

Kim Minton highlighted the annual report draft handout. They will secure a quote for a direct mail effort. Mr. Woods added that both hard and electronic copies will be available.

**B. Finance Committee or Monthly Update:**

1. 2015 Audit

Angela Coy has a draft of the audit report. It is 95% done.

2. 2015 Taxes

The tax return will be done by August 15.

3. 2017 Budget

This will be discussed at the next meeting.

**C. Loan and Grant Committee or Monthly Update:**

1. Status Update: 351 E Jefferson Street

Krista Linke reported that the work on this building is complete and occupied. The grant from RDC was \$350,000 and approximately \$65,000 still remains. Rhoni Oliver requested permission to hire someone to clean the property. Mr. Schafstall clarified that monthly cleaning is not included in the lease, but that a one-time post construction cleaning was likely needed. Ms. Oliver will proceed with getting that arranged with a cleaning company. HWC Engineers occupied the building at the beginning of June. They will pay \$1,500 per month to the FDC in rent. Another engineering firm, CrossRoad Engineers, will use the other half of the building as soon as the Jefferson Street project starts at the end of August. They will also pay the FDC \$1,500 per month in rent. Ms. Linke invited anyone interested to join the board for a tour of the building after the meeting.

2. Status Update: 97 E Monroe St. – B2S Labs

Ms. Linke reviewed that a lot of work has been accomplished on this building. Lots of brick work has been done and they have occupied the first floor former zumba area. Much of the structural work is complete, but until the brick and roof is done, not much more build out can take place. They have a tenant that will use some of their extra space and provide some income for them.

3. Status Update: 57 N Main St. – Artcraft Theatre

Rob Shilts reported that all duct work is run and the air handler equipped and moving air now. The steel needs to be fabricated and put on the stage floor roof where the HVAC units are going to go. A special crane had to be secured to do the work, so that is an extra expense that will be factored in. The project is behind schedule by about two months. Mr. Shilts reported that he hopes to have the air conditioning up and running by the end of July.

4. Residential Revolving Loan Fund – Proposed Changes

Ms. Linke reported that there has not been one new application this year, so discussion has been held to relax the forgivable portions of the loan. This is only available for owner-occupied properties. There is a sliding scale proposed, based on household income. As household income declines, the amount of the loan that is forgivable increased. Households at 100% of the area median income qualify for 70% of the loan to be forgiven. Households at 80% of the area median income qualify for 80% of the loan to be forgiven. Households at 50% of the area median income qualify for 90% of the loan to be forgiven. Households at 30% of the area median income qualify for 100% of the loan to be forgiven. Rental property owners can still apply, but only 50% of the loan is forgivable and the tenant would need to income qualify by being at or below the area median income. Ms. Linke and Ms. Oliver will send program overviews and applications directly to properties along the main thoroughfares located within the Integrated TIF District.

A motion to make the proposed changes was made by Lisa Jones and seconded by Mr. Woods. The motion passed.

5. Pending Applications

Ms. Linke reported that there have been no new applications for a couple of months, but not for lack of effort. She has met with several property owners and answered questions about the programs available.

89 E. Jefferson Street is Linda Frechette's building and she is working on making the façade redesign of her building more cost friendly. Estimates are currently over \$200,000.

Ms. Linke has touched base with Mr. Admire, property owner of 40 ½ E. Jefferson Street about the status of his project. He has been busy working on the interior remodel and still intends to do the façade.

The Discover Downtown Franklin Design Committee has two new site visits planned: 251 E. Jefferson Street and 101 E. Monroe Street.

There are a couple of projects that have been approved but have not advance, and Ms. Linke appealed to the board to contact those property owners and find out if their plans have changed or if they are still moving forward with their projects: Dan Catlin – Middle David’s Candles; Jim Edwards – 40 N. Water Street; and Ryan Wadsworth – 55 E. Court Street.

**D. Development Committee or Monthly Update:**

1. Property Recovery Task Force Policies and Procedures

Ms. Minton has received no suggested revisions, so the process is ready for approval. The city of Franklin has filed for the tax deeds. We should have them by the end of July so offering sheets should be out at the end of August.

Ms. Jones asked about homeowners or liability insurance for these properties. Ms. Linke affirmed that it’s included in the carrying costs.

A motion to approve the policy subject to staff comments was made by Ms. Jones. A second was made by Mr. Woods and the motion passed.

Mr. Schafstall corrected that it is six properties, not eight, due to two owners filing bankruptcy.

**E. Capacity Committee or Monthly Update:**

1. Intern Needed

Ms. Linke presented a booklet of before and after properties from a conference in Milwaukee as a sample of what Franklin might do in the future. She plans to work with Franklin College to secure an intern for such a project.

**Financial Report:**

Ms. Linke presented some changes regarding the posting of RDC grants. The budget is on point. The May financial report was updated with the loans, highlighting no missed payments. The Grill Bar is still waiting to start, but they are waiting on Dennis to finish the brick work at B2S Labs – 97 E. Monroe Street.

**Director Report:**

Nothing additional.

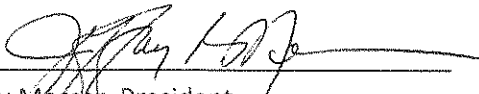
**Additional Items:**

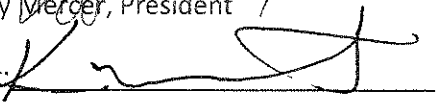
- Next Regular Board Meeting - July 28th, 2016 at 8:00 a.m.

**Adjourn:**

No further business came before the Directors. The meeting was adjourned at 8:20 a.m.

**Approved this 28th day of July, 2016:**

By:   
Jeffrey Mercer, President

Attest:   
Kim Minton, Secretary