

**MINUTES**

**November 17, 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

**Others Present:**

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

**Call to Order:**

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

**Public Comment:**

None.

**Approval of Minutes:**

Steve Woods made a motion to approve the October 27, 2016 minutes as presented. Kim Minton seconded the motion. The motion carried.

**Committee Reports:**

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

None.

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

1. Alerding CPA Group Engagement Letter – Angela Coy reported that the annual audit, financial statements and tax return would run about \$7,700. The audit price is the same as last year and the 990 cost has gone up about \$150. David Bedwell reminded that a small increase was built into the budget each year. Rob Schafstall asked if the audit is required, and Ms. Coy confirmed her check with the state to determine that it is required because funds are received from other municipalities. Mr. Bedwell made a motion to approve the engagement letter for 2016 audit and Ms. Minton seconded. The motion passed.

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

1. RRLF 2016-01: Chung, Chris - 210 E Jefferson Street – Mr. Bedwell presented this first residential application and their renovation plans. The request was for the full \$20,000, and the committee approved a 90% grant based on income criteria. There is the possibility of another household member living in the house, so that could elevate them into the next level permitting a 100% grant. The

committee referred that back to Ms. Linke and Rhoni Oliver with approval based on that contingency.

2. 200 E. Jefferson Street – The homeowner has approached Ms. Oliver and it went to committee for pre-screening. The household income is \$2,000 above the 70% grant guideline, but the committee would still like to consider it due to the high visibility on Jefferson Street. Ms. Minton sought clarification that they are still eligible for a loan but it is just the amount in question. Ms. Linke explained that the income limits being used were chosen by the FDC. The Indiana Code does not clearly state the income limits that are to be used, therefore the committee chose to adopt the federal HUD income limits for Johnson County. Ms. Oliver and the applicant have met, but the committee didn't want to move ahead without board input. There is no formal application as of yet. Mr. Mercer asked if they are FDC or HUD guidelines. Ms. Oliver explained FDC adopted HUD guidelines. Ms. Coy is in support as long as there is consistency going forward. Ms. Minton asked if whatever is decided could be incorporated into the guidelines. Ms. Linke doesn't know how to define that when future applicants and dollar amounts in question aren't known. She also advised to think about what it takes to support this program to get it up and going. Mr. Schafstall asked if commercial rules require commercial use inasmuch as this property is zoned commercial. Ms. Linke explained it to be assessed and used as residential. Mr. Woods expressed thought that this program was clear cut and without flexibility. Ms. Linke reminded that FDC set the rules, so if they choose to change, the FDC can do that. Ms. Oliver offered suggestions. If the monies haven't been spent by October, then flexibility could be allowed after that time. Secondly, she reported the Johnson County area median income to be \$66,700, and this applicant is well under that. Mr. Mercer summarized two issues, one to be legally compliant and secondly that it fits in the FDC program. Mr. Mercer asked Mr. Schafstall to prepare a compliance document over the next couple of weeks.

3. Frechette, Linda - 89 E. Jefferson Street – Mr. Bedwell reported from Tuesday's RDC meeting their ask for a formal request of a \$200,000 grant from the RDC which will be presented by Mr. Bedwell and Mr. Mercer at their December meeting. Though it is outside of the usual parameters, it is seen as a keystone property with much influence. Mr. Mercer said the support for this project is well beyond FDC. Mr. Bedwell said this has been in the works for several months and FDC approached her about this possibility. Ms. Linke explained that under the current program, this project would qualify for \$50,000 to be matched by \$50,000, so she still has personal monies in the project, it is just an increase in the grant match portion.

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

1. Tax Certificate Properties Update – Ms. Minton gave Mr. Schafstall's update. He has sent first round notices to the three properties FDC has certificates for, so this is the 120-day waiting period. The other three properties haven't been secured yet.

**E. Co-working Committee: Jeff Mercer**

A meeting was held for process mapping. The FDC was identified as a participant in that process due to the 501(c)(3) status. The importance of governing bylaws and board was established which the FDC would give leadership to. Ms. Coy reviewed with Alerding the FDC's 501(c)(3) application and felt the mission statement was broad enough to include this. They did express concern over another board being established but better to be a committee. Mr. Mercer has discussed with Mr. Schafstall to begin to draft by-laws. Mr. Schafstall reported that EDC will be recommending to City Council that this year's fees of \$26,000 be earmarked for this project. He also itemized things needing to be worked on such as budget, leases and master agreement between FDC and other stakeholders. Ms. Linke has many sample documents from other co-working spaces. Mr. Mercer expressed the school corporation's support and involvement in the process.

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

Ms. Linke will continue to monitor board member terms and provide an update at the December meeting.

**October 2016 Financial Report:**

The operating account is at \$99,000. The budget is in proper range for the end of the year. Chris Chung's loan will be added next week. A couple commercial loans paid off have been moved and new loans have been added to the list. Available programming funds are \$666,658.18.

**Director Report:**

Ms. Linke and Ms. Oliver have been working on a job description for the part-time help to start in 2017.

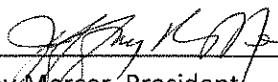
**Additional Items:**


- Next Regular Board Meeting - December 15th, 2016 at 8:00 a.m.

**Adjourn:**

No further business came before the Directors. The meeting was adjourned.

**Approved this 15<sup>th</sup> day of December, 2016:**

By:   
\_\_\_\_\_  
Jeffrey Mercer, President

Attest:   
\_\_\_\_\_  
Kim Minton, Secretary