

AGENDA

July 12, 2016 at 8:30 a.m.

Foster Conference Room – City Hall
222 Lewis Street River Falls, WI 54022

CALL TO ORDER

APPROVAL OF AGENDA/MINUTES

FINANCIAL REPORT

NEW GRANT REQUESTS

1. None

OTHER BUSINESS

2. Board Vacancy
3. Connect Communities – Discussion
4. Draft grant application modifications
5. Business Updates
6. Other Updates – mural, postcard, City information

ADJOURN

City of River Falls Business Improvement District



MINUTES

June 14, 2016 at 8:30 a.m.

Foster Conference Room - City Hall

222 Lewis Street River Falls, WI 54022

CALL TO ORDER– Joleen Larson called the meeting to order at 8:37 a.m.

Members present: Joleen Larson, Mike Pepin , Chris Blasius, Amy Halvorson; Mike Miller and Terry McKay joined the meeting in progress.

Members Absent: Lori Moran, Kerri Olson.

Others present: Casey with Bo's N Mine, Amy Peterson, Assistant Community Development Director

Meeting Minutes

The May meeting minutes were reviewed. Motion Halvorson, second Miller to approve; motion carried.

Financial update

The only change to the financials was a placeholder added in the amount of \$5000 for the Bo's N Mine grant application. Motion by Blasius, second by Miller to approve the financials; unanimous.

Grant requests

Casey with Bo's N Mine provided an overview of their project. Questions included whether the project components will be permanently located, and whether they planned to install planter boxes or landscaping. Casey stated that they were planning on planters and yes, everything installed will be permanent. Motion by, Miller, second by Halvorson to approve the \$4,778.20 grant for cement work, fence and fireplace; unanimous.

Other Business

2. Board vacancy – Board members discussed the vacant position and Blasius suggested that it be filled with a downtown building owner. A number of Board members will be contacting owners to gauge interest. If interested the prospective member will need to submit a letter of interest to the Mayor.
3. Connect Communities – Chair Larson provided background to the Connect Communities program and the group discussed the requirements and benefits and had a number of questions. Peterson will find the answers and provide the information to the Board prior to the next meeting for discussion.
4. Business Updates – Blasius informed the group of 22 and Company that will be opening in July near the Habitat Restore. There is a small business looking to start up, but they need a commercial kitchen.
5. Other Updates – McKay has not heard back from the mural artist; Larson is working on a draft of the postcard; Peterson will include a short snippet on the BID Board in the Fall City Newsletter.

Next Meeting

Next meeting is July 12, 2016 at 8:30 a.m. in the Foster Room, City Hall.

ADJOURNMENT

Motion Halvorson, second Miller to adjourn, motion carried at 9:43 a.m.

BID Grants Paid in 2016

Grants approved by BID and paid in 2016

Date approved			
<u>Date paid</u>	<u>Entity receiving grant</u>	<u>Use of grant money</u>	<u>Amount granted</u>
02/09/2016 02/17/2016	Gentz Family Barbershop	sign grant	\$ 825.00
03/08/2016 03/08/2016	Gentz Family Barbershop	sign grant – 10% of funds granted for overages	\$ 82.50
1/12/2016 07/06/2016	Crank Worx Bike Shop	sign grant	\$ 1,116.00

2016 BID Receipts & Disbursements

Checking Account balance forward as of December 31, 2015: \$ 20,271.77

<u>Date</u>	<u>Type</u>	<u>Check #</u>	<u>Project or Charge/Use</u>	<u>Amount</u>	<u>Balance</u>
01/06/16	Debit	2806	Leitch Ins. Agency / BID liability insurance	- 600.00	\$ 19,671.77
02/08/16	Debit	e-check	Dept. of Financial Inst./annual report filing fee	- 10.00	\$ 19,661.77
02/17/16	Debit	2807	Gentz Family Barbershop / sign grant	- 825.00	\$ 18,836.77
02/24/16	Credit		Annual assessment / City of River Falls	+42,000.00	\$ 60,836.77
03/08/16	Debit	2808	RF CAB/gold sponsor Music in Park/Art Crawl	- 1,000.00	\$ 59,836.77
03/08/16	Debit	2809	Gentz Family Barbershop / sign grant		
			(10% of Board approved amount – overage)	- 82.50	\$ 59,754.27
03/25/16	Debit	2810	PressEnter! / web hosting	- 59.85	\$ 59,694.42
04/21/16	Debit	2811	ACE hardware/garbage bags (Main St. sweep)	- 16.86	\$ 59,677.56
05/10/16	Debit	2812	RF Chamber of Commerce/River Dazzle spons.	- 6,000.00	\$ 53,677.56
05/11/16	Debit	2813	Eckert's Greenhouse/plugs-hanging baskets	- 71.99	\$ 53,605.57
06/06/16	Debit	2814	PressEnter! / web hosting	- 59.85	\$ 53,545.72
06/21/16	Debit	2815	Sandy Bowen/2 nd St gardens	- 1,243.50	\$ 52,302.22
07/06/16	Debit	2816	Crank Worx Bike Shop/sign grant	- 1,116.00	\$ 51,186.22

Pending BID Obligations

Grants approved by BID

<u>Date approved</u>	<u>Entity receiving grant</u>	<u>Use of grant money</u>	<u>Amount granted</u>
10/13/2015	Falls Family Eye Care	façade grant	\$ 2,596.82
05/10/2016	Best Western Plus	sign grant	\$ 1,000.00
06/14/2016	Bo's N Mine	façade grant	\$ 4,778.20
Total to date:			\$ 8,375.02

Special Projects as outlined in "BID Board 2016 Budget"

<u>Explanation of special project</u>	<u>Estimated amount BID will contribute to project</u>	
Main Street flowers/hanging baskets	\$ 5,000.00	
Main Street benches/trash bins (purchase/maintenance)	\$ 2,400.00	
Main Street banners/partnership with CAB	\$ 3,000.00	
Building mural project (continuing & maintenance)	\$ 5,000.00	
Heritage Park sign (maintenance)	\$ 200.00	
Total to date:		\$ 15,600.00

Summary

Pending Grants approved by BID:	\$ 8,375.02
Pending Special Projects BID participates in:	<u>\$ 15,600.00</u>
Total pending BID obligations:	\$ 23,975.02
Balance in checking account as of 07/06/16:	\$ 51,186.22
2016 pending obligations:	<u>\$ 23,975.02</u>
	\$ 27,211.20



River Falls Main Street BID Board **Façade & Sign Grant Agreement and Application**

Objective:

To encourage business improvement and development by offering façade and sign grants to businesses and property owners in the River Falls Downtown Business Improvement District (BID). More information is available at www.rfmainstreet.com

Field Code Changed

Program Description:

This fund is intended to help business and property owners make critical investments to improve the exteriors of their buildings including, but not limited to, awnings, signs, windows, and facades.

Annual Grant limits are as follows;

- Signs and awnings – 35% of the cost up to a maximum grant of \$1,000 per business
- Building facades and exteriors – 35% of the cost up to a maximum grant of \$6,000 per building
- This is a reimbursable grant program, whereby the project is coordinated and paid for by the business/owner. The BID Board then reimburses the business/owner for approved grant expenses.

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The participants agree to follow all River Falls City Ordinances and BID Board's Program Criteria. When applicable, the River Falls Downtown Design Review Committee (DRC) will have full control of the design process and make recommendations to the BID Board, which will vote for approval or denial of the grant.

NOTE:

- ~~Applications will be accepted year round and stamped with the date received.~~
- ~~If money runs out, applications received will be held until February of the following year when application will be reviewed and considered.~~
- ~~Projects in process or completed, prior to a complete application being submitted to the BID, may be awarded 50% less of the grant limits noted above upon review of the BID Board.~~
- ~~No penalty will be assessed for complete applications that are submitted prior to work commencing.~~
- ~~It is recommended that the applicant be present at the BID Board meeting to answer any questions the Board may have.~~

Program Criteria:

1. Grant must be for exterior renovations by business and/or property owner currently located in the BID or by those who intend to locate in the BID. Examples of qualifying expenditures include but are not limited to exterior (front or rear façade) renovations (including store signage, awnings, windows, building frontspatios, entries, built-in planters) and other

expenditures as defined by the applicant and approved by the BID Board. (No mechanical, HVAC, roofs, or electric systems.) All improvements must be of a permanent nature.

2. ~~NOTE:~~ Grants may not be used for refinancing existing loans, working capital, or for purchase of inventory or interior renovations.
 - ~~3. The grant money available will be as stated above in the Program Description.~~
 - ~~4-3.~~ Grants under this program are offered on a first come first serve basis, subject to fund availability and **must be used** within 12 months of approval.
 - ~~4.~~ The BID will start reviewing grant applications on February 1st of each year, and applications will be accepted year round. A request is considered received when all required documentation has been submitted. If money runs out, applications received will be held until February of the following year when applications will again be reviewed and considered.
 - ~~5.~~ Preference will be given to businesses/entities that have not had prior funding through the BID program, if two applications are received at the same time.
 - ~~6.~~ A complete application must be submitted and BID Board decision will be rendered prior to work commencing. Projects in process or completed, prior to a complete application being submitted to the BID, may be awarded 50% less of the grant limits noted above upon review of the BID Board.
 - ~~7.~~ It is recommended that the applicant be present at the BID Board meeting to answer any questions the Board may have.
- ~~5-8.~~

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Application Process:

1. The Community Development Department and possibly the DRC will review the application for compliance with the Downtown Overlay District Ordinance.
2. The BID Board will review the proposed request to determine if the project falls within the program guidelines and verify compliance. All financial information will be held confidential.
3. The BID Board will notify the applicant of their decision.
4. The approved grant monies will be paid at the completion of the project and upon the BIDs receipt of the paid invoice and a photo of the completed project.
5. The BID Board assumes no liability for workmanship, design and is not responsible for payment of the final project costs.
6. A building permit or sign permit **must be obtained** from the City of River Falls prior to the commencement of all projects.

Checklist Required Submission Items:

Prior to Project Start	
	Agreement and Application
	Funding Documentation
	Contract Estimate/Bid
	Drawings/Plans
	Before Photos
	Certificate of Insurance
Upon Project Completion	
	Paid Invoice/Cancelled Check
	After Photos

Questions:

Joleen Larson, BID Board President 715-426-7776

~~David Hovel~~Amy Peterson, City of River Falls, Community Development Staff Member 715-426-34263425

Submit Application To:

City of River Falls – Community Development Department

Attention: River Falls Main Street BID Board

222 Lewis Street

River Falls, WI 54022

Hours: Monday – Friday, 8:00 am to 4:00 pm

River Falls Main Street BID Board
Façade & Sign Grant Application

Owner's Name: _____ Phone #: _____
Applicant/Agent's Name: _____
Business/Building: _____
Address of Project: _____
Daytime Phone: _____ Fax: _____
Email: _____

1. Project Description:
2. Goal of Project:
3. Project Time Frame:
4. Estimated Cost of Project: _____
5. Grant Amount Requested: _____
6. Have you contacted the City of River Falls and received approval from the Community Development Department or Design Review Committee? YES / NO
7. Name of your Architect, Designer, and Contractor: (if applicable)
8. Certificate of Insurance (with the City of River Falls as a notified party) must be obtained and submitted **before** the project is started, with a minimum liability limit of \$300,000.

The application must be completed and signed. ALL related documentation must be submitted prior to consideration.

I understand and agree to comply with all applicable codes, conditions of the Grant Agreement and conditions of approval. I certify that the above and attached information is accurate.

Applicant Signature _____ Date: _____

Print Name _____

For City and BID use:

Date complete application received: _____
City or DRC approval date: _____
BID Board approval date: _____ Amount Approved: \$ _____
Conditions of Grant Approval: _____