

AGENDA

October 11, 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. Swinging Bridge Brewery - Sign

OTHER BUSINESS

2. Draft grant application modifications
3. Business Updates
4. Other Updates – mural, postcard, City information

ADJOURN

MINUTES

September 13, 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 8:41 a.m.

Members present: Joleen Larson, Lori Moran, Kerri Olson, Chris Blasius, Amy Halvorson, Mike Miller, Shari Frisbee and Terry McKay.

Members Absent: Mike Pepin

Others present: Kevin Zheng representing Song Garden, Amy Peterson, Assistant Community Development Director

Meeting Minutes

The past meeting minutes were reviewed. Motion Blasius, second Olson to approve; motion carried.

Financial Report

Financial reports were reviewed. The past grant to Falls Family Eye Care was discussed; the project cost came in more than \$3,000 over the original estimate. Larson stated that the policy has been to pay 10% of the overage if the grant maximum has not already been provided. Motion by Halvorson, second by Miller to approve the financials; unanimous.

Grant requests

Peterson and Zheng provided an overview of the façade grant proposal. Larson pointed out that the grant request amount was incorrectly calculated; since the estimate is \$18,900 the façade grant amount (including awning) would be \$6,000. If the owner decided to upgrade the sign in the future, the sign grant would still be available as well. Motion by, Miller, second by Halvorson to approve the \$6,000 grant for façade upgrades; unanimous.

Other Business

2. New Board Member – The Board welcomed Shari Frisbee and Shari provided the Board with some background on herself.
3. 2017 Proposed Budget – The Board reviewed the proposed budget and discussed setting funds aside for long term funding projects in the future. One project discussed was a permanent sound system for downtown. It was decided to set aside \$2,500 each year for long term projects. \$2500 was also added to the banner budget, as new banner hangers are needed next year. Wayfinding was discussed as well and it was decided that the \$7,000 match will come from the 2016 grant funds, since there will most likely be funds left over this year. Motion by Halvorson, second by McKay to approve the 2017 proposed budget with the above modifications; motion carried.
4. 2017 Assessment Amount/Modifications – Motion by Halvorson, second by McKay to keep the assessment amount the same; motion carried. Peterson provided information on statewide BID assessment projects.

5. Connect Communities – After discussion, the Board decided that is not a good fit at this time for the Board.
6. Draft Grant Application Modifications – Larson asked Peterson to bring the final to the next meeting for approval. A suggestion was made to include an example grant amount calculation in the application to assist applicants. Grant limits were discussed briefly; the Board had made changes in recent years to adjust grant limits to fit with funding amounts.
7. Business Updates –There is a small business looking to start up, but they need a commercial kitchen.
8. Other Updates – McKay continues to work with building owner Charlotte Kusilek and the mural artist on the potential mural on the Babble Bug Boutique.

Next Meeting

Next meeting is October 11, 2016 at 8:30 a.m. in the Foster Room, City Hall.

ADJOURNMENT

Motion Frisbee, second McKay to adjourn, motion carried at 9:55 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
06/14/2016 07/11/2016	Bo's N Mine	façade grant	\$ 4,778.20
05/10/2016 08/11/2016	Mit Shah/Best Western	sign grant	\$ 1,000.00
10/13/2015 8/23/2016	Falls Family Eye Care	façade grant	\$ 2,596.82
09/13/2016 09/14/2016	Falls Family Eye Care	façade grant – 10% of funds granted for overages	\$ 259.68

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>
09/13/2016	Song Garden	façade grant	\$ 6,000.00
		Total to date:	\$ 6,000.00

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	\$ 1,315.00	
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:	\$ 9,515.00

Summary

Pending Grants approved by BID:	\$ 6,000.00
Pending Special Projects BID participates in:	<u>\$ 9,515.00</u>
Total pending BID obligations:	\$ 15,515.00
Balance in checking account as of 10/05/16:	\$ 36,282.19
2016 pending obligations:	<u>\$ 15,515.00</u>
	\$ 20,774.19

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
07/11/16	Debit	2817	Bo's N Mine / façade grant	- 4,778.20	\$ 46,408.02
07/25/16	Debit	2818	City of River Falls / cigarette receptacles	- 2,466.48	\$ 43,941.54
08/09/16	Debit	2819	Pearson's / hanging baskets	- 2,200.00	\$ 41,741.54
08/11/16	Debit	2820	Mit Shah-Best Western / sign grant	- 1,000.00	\$ 40,741.54
08/23/16	Debit	2821	Falls Family Eye Care / façade grant	- 2,596.82	\$ 38,144.72
09/07/16	Debit	2822	USPS / box rental	- 58.00	\$ 38,086.72
09/07/16	Debit	2823	PressEnter! / web hosting	- 59.85	\$ 38,026.87
09/07/16	Debit	2824	Cedar Hill Greenhouse / hanging baskets	- 1,485.00	\$ 36,541.87
09/14/16	Debit	2825	Falls Family Eye Care / façade grant (10% of Board approved amount-overage)	- 259.68	\$ 36,282.19
10/05/16	Debit	2826	VOIDED check – reissue of check #2824 determined to not be necessary		

River Falls Business Improvement District "BID" Board 2017 Budget

Date: September 13, 2016
To: Julie Bergstrom, City of River Falls
From: BID Board / Joleen Larson, President
Subject: Proposed 2017 Annual Budget Projection

INCOME

Projected BID Assessment income: \$ 44,500.00

OPERATING EXPENSES:

--PO Box service fee \$ 60.00
--Liability Insurance \$ 235.00
--City of RF administrative fees \$ 2,500.00
--Misc. printing, postage & supplies \$ 500.00
--Website maintenance \$ 500.00

Total Operating Expenses: \$ 3,795.00

SPECIAL PROJECTS:

--Music in the Park sponsorship \$ 1,000.00
--Main Street flowers/hanging baskets \$ 5,000.00
--Second Street Gardens \$ 1,500.00
--Main St. benches/trash bins
(purchase/maintenance) \$ 2,400.00
--River Dazzle parade sponsorship \$ 6,000.00
--Main St. banners \$ 5,500.00
--Building mural project
(continuing maintenance) \$ 5,000.00
--Heritage Park sign (maintenance) \$ 200.00
--Large Main St. projects \$ 2,500.00

Total Special Projects: \$ 29,100.00

FAÇADE & SIGN GRANT FUNDING AVAILABLE: \$ 11,605.00

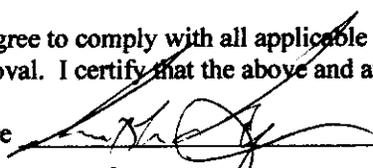
River Falls Main Street BID Board
Facade & Sign Grant Application

Owner's Name: Brian Lokrantz Phone #: 612-388-6355
Applicant/Agent's Name: Dustin Dodge
Business/Building: Swinging Bridge Brewing Company
Address of Project: 122 S. Main St, River Falls, WI 54022
Daytime Phone: 612-388-6355 Fax: _____
Email: dustin@swingingbridgebrewing.com

1. Project Description: Install sign onto building front
2. Goal of Project: To identify the business going in the building
3. Project Time Frame: Deposit mid-October with Install mid November
4. Estimated Cost of Project: \$6200.00
5. Grant Amount Requested: \$1,000.00
6. Have you contacted the City of River Falls and received approval from the Community Development Department or Design Review Committee? YES/NO Pending approval
7. Name of your Architect, Designer, and Contractor: (if applicable) Bob Sherlock w/ Signart
8. Certificate of Insurance must be obtained and submitted **before** the project is started, with a minimum liability limit of \$300,000. Reis Insurance Agency, Inc
Pat Murphy 715-425-6721

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: 9/30/16

Print Name Dustin Dodge

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

Sign Specifications:

Halo-Lit Reverse Channel Letters (LED)

Mounted to wall

Faces and Returns:

painted (black)

LED's:

color changing LED's

Halo-Lit Tagline Panel:

Face:

.125" Routed Aluminum Face mounted on Stand-Offs
painted (black)

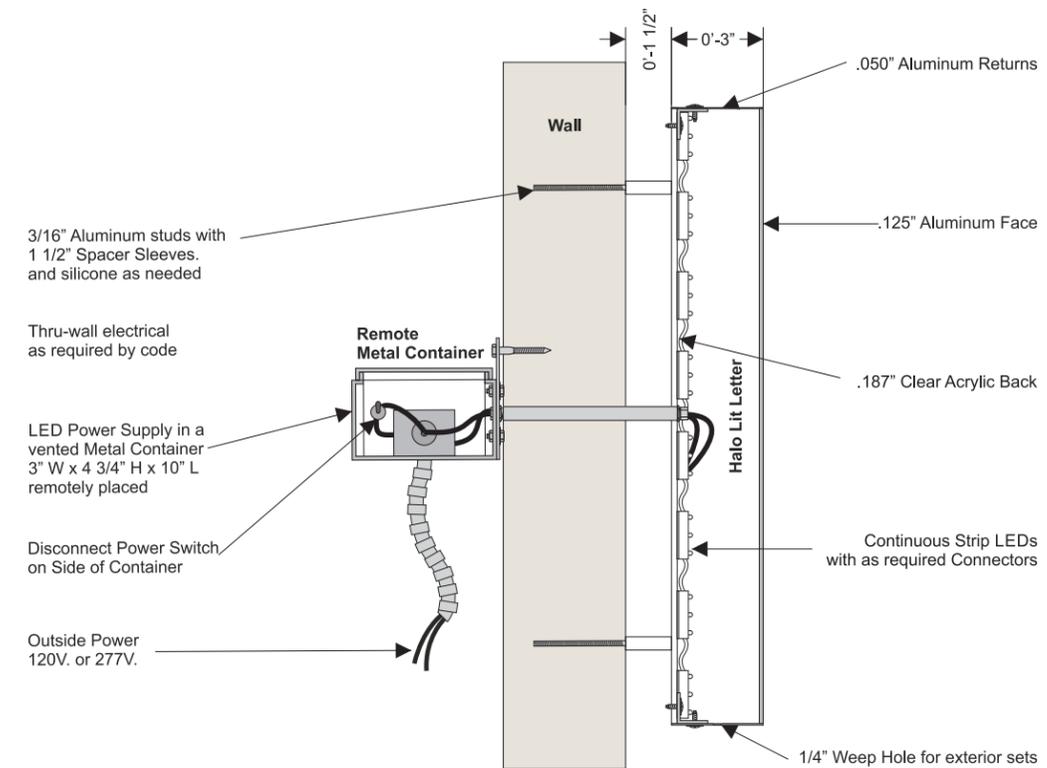
LED's:

color changing LED's

Sign Code:

Maximum Sign Area: 18 sq. ft.

The actual sign attachment technique depends on the type of building wall, and to be determined at Site Survey.



SECTION ASSEMBLY DETAIL

Typical Halo-Lit (LEDs)
Reverse Channel Letter



Swinging Bridge Sign Area: 12.87 sq. ft.

Brewing Company Sign Area: 5.13 sq. ft.

Total Sign Area: 18 sq. ft.

CUSTOMER INFORMATION

Customer: **Swinging Bridge
Brewing Co.**

Address: **River Falls, WI**

Sales: **Bob Sherlock**

DRAWING INFORMATION

File Name: **Swinging Bridge
Brewing Co.
wall sign
REV D 9-15-16**

Date: REV A 8-23-16

Revisions: REV B 8-24-16
REV C 9-6-16
REV D 9-15-16

Scale: 3/4" = 1'-0" at 11" x 17"

Page: 1 of 3

Designer: Jeff Weispfenning

Customer/
LL Approval:



SignArt Company

Eau Claire, WI
715-834-5127
800-235-5178

St. Paul, MN
651-688-0563
800-699-0563

www.signartusa.com



This drawing was created to assist you in visualizing our proposal. It is the property of Sign Art Company and may not be used or reproduced by others.

SCALE: 3/4" = 1'-0"

Photograph with Sign Location

SCALE: 1/4" = 1'-0"

CUSTOMER INFORMATION

Customer: **Swinging Bridge Brewing Co.**

Address: **River Falls, WI**

Sales: **Bob Sherlock**

DRAWING INFORMATION

File Name: **Swinging Bridge Brewing Co. wall sign REV D 9-15-16**

Date: REV A 8-23-16

Revisions: REV B 8-24-16
REV C 9-6-16
REV D 9-15-16

Scale: 1/4" = 1'-0" at 11" x 17"

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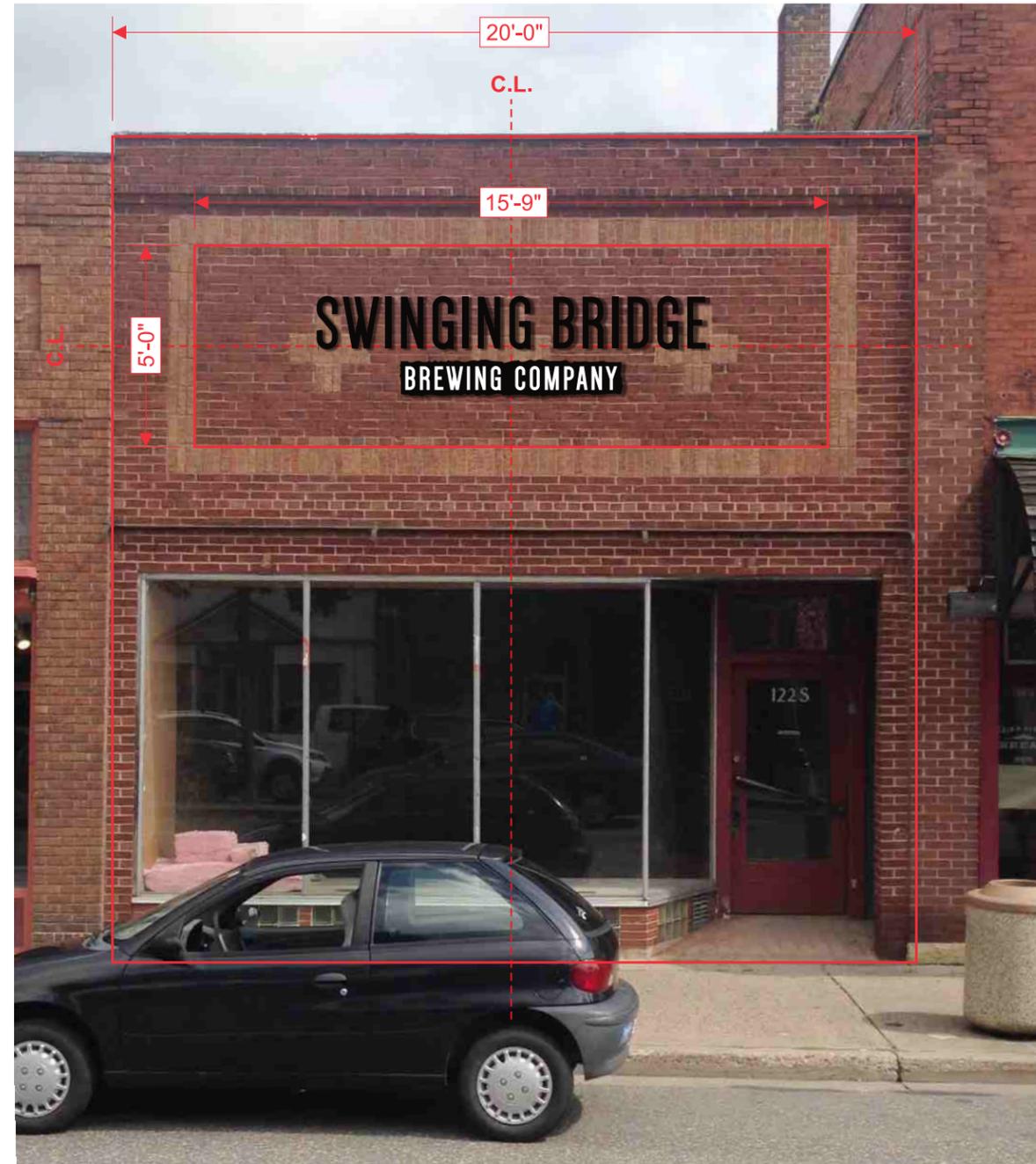
INSTALLATION INSTRUCTIONS:

CENTER the (sign) Left to Right in the space as shown.
CENTER the (sign) Up and Down in the sign band as shown.

Existing Condition



Proposed New Sign



Nighttime View

SCALE: 1/4" = 1'-0"

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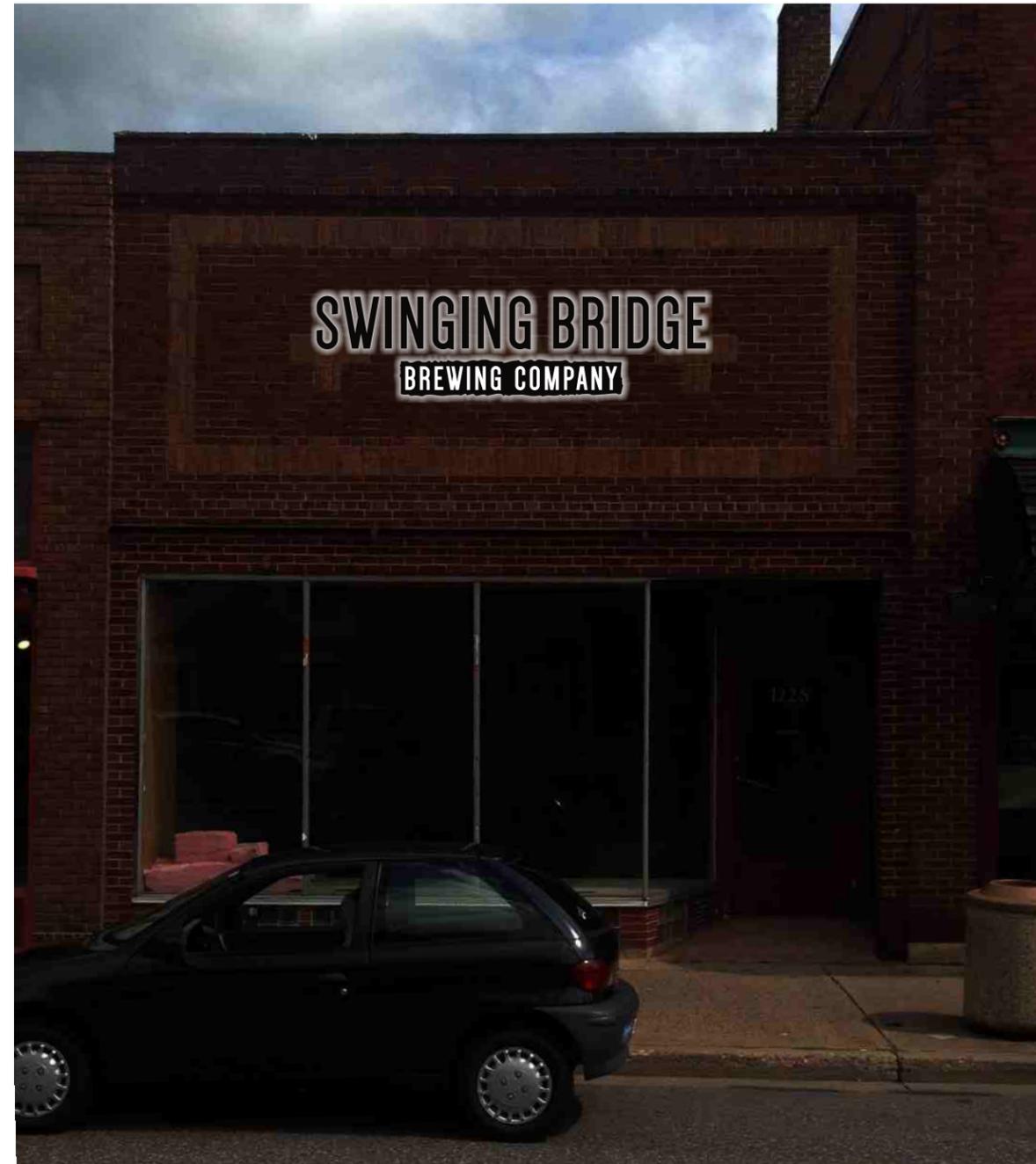
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Page: 3 of 3

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QUOTATION • CONTRACT

SignArt Company, Inc.

2170 Dodd Rd Mendota Heights, MN 55120

Phone 651-688-0563 Fax 651-688-2081

Date 9/29/2016 **Quote No.** Quotation is VOID if Not Accepted Within 60 Days

Buyer	Job Location
Swinging Bridge Brewing Company 122 South Main River Falls, WI 54022 attn: Dustin Dodge	Same

Description	Pricing	
	EACH	TOTAL
Fabricate and install one (1) set of halo lit LED channel letters with lit band per drawing REV D 9-15-16 Copy: Swinging Bridge Brewing Company	\$ 6,120.00	\$ 6,120.00
TAX		Additional
INSTALLATION		Included
FREIGHT ALLOWANCE		Included
PERMIT FEE		Additional plus permits at cost

These items are not included in the contract price and will be billed as additions: Permits and procurement costs, electrical connection to primary feed as well as any final electrical connections, engineering fees, field testing and inspections when required, adjustments in structural elements resulting from engineering or testing. There will be a 3% charge added to all credit card payments.

*Normal permitting is done for a \$150.00 procurement fee + permit at cost for all local projects. Out of Town projects will be billed at our subcontractor's procurement fee and permit cost + 25%. (Not included in sign price) Variance, conditional use, or other appeals are done at cost of hearing fees plus \$65.00 per hr staff time & mileage

Summary of Charges

	Bob Sherlock	9/29/2016
SignArt Co., Inc.	By:	Date:
Accepted By:	By:	Date:

Balance \$ 6,120.00
Plus Tax & Permits

50 % Down
Payment Due at \$ 3,060.00
Signing

The above signed principal(s) of the buyer hereby personally guarantee payment of all charges made by SignArt under this contract.



ADDITIONAL TERMS AND CONDITIONS

1. **CANCELLATION.** This proposal is made for specially constructed equipment and when accepted, is not subject to cancellation.
2. **PERMITS.** Buyer shall be responsible for securing and maintaining in force all necessary permits from the owner of the premises upon which display is to be installed and for all other private permissions necessary for the maintenance, use and existence of display. SignArt shall apply for public permits. Buyer shall be responsible for additional costs incurred should procedures other than normal permit applications be required. SignArt shall not be obligated to commence construction of display until public permits have been issued. If public permits are denied after every reasonable effort by both parties to secure same, then this agreement shall terminate with liability limited to costs incurred during permit application. Buyer is responsible for permit costs, fees, permit re-instatement (when required) and any other permit related costs.
3. **DELIVERY.** SignArt shall commence the construction of display and prosecute the work thereon with due diligence until completion. All obligations to be performed by SignArt hereunder shall be subject to delay or failure resulting from war, fire, labor disputes, unforeseen commercial delays, acts of God, regulations or restrictions of the Government or public authorities, or other accidents, forces, conditions or circumstances beyond its control. In no event shall SignArt be liable to customer for alleged loss of business or loss of profits because of delays, defects or other problems allegedly attributed to SignArt.
4. **ELECTRICAL SERVICE.** Buyer shall bring feed wires of suitable capacity and approved type to the location of the display and make connections thereto, and shall pay for electrical energy used by display and shall be responsible for the supply thereof. All displays are wired to 120 volt service, unless otherwise specified.
5. **DESIGN/COLORS.**
 - a. Buyer agrees to allow SignArt to duplicate requested colors and other design criteria as faithfully as possible within limitations of materials, pigments and method of fabrication being used, and will accept minor variations which are beyond SignArt's control.
 - b. If buyer provides SignArt with electronic files which are not compatible with SignArt's manufacturing process, Buyer will bear the cost of converting or reformatting those files.
 - c. SignArt is not responsible for copy right or other permissions pertaining to artwork furnished by Buyer or Buyer's agents.
 - d. SignArt shall not be responsible for errors in plans, designs, specifications or drawings furnished by Buyer or Buyer's agents or for defects caused thereby.
 - e. Included in the price of this quotation are one proof and one revision, if required. Additional renderings will be billed to the Buyer at the rate of \$70.00 per hour.
6. **EXCAVATION.**
 - a. Buyer is responsible for determining display location in relation to property line or other setback requirements.
 - b. SignArt shall clear all underground public utilities with the proper authority. Other underground obstacles such as sprinkler lines, sewer lateral, etc. shall be located by Buyer and SignArt shall not be held liable for repair.
 - c. Footings are quoted based on the allowable soil pressure of 20 lbs. and unencumbered digging conditions. No borings or special engineering are included. Should excessive rock, swampy conditions, peat bog, bedrock, etc. be encountered, Buyer agrees to allow SignArt to alter the installation costs.
 - d. Should engineers review or stamped drawings be required by Buyer or any regulating agency, Buyer agrees to pay these costs.
7. **SHIPPING.** All shipping charges are the responsibility of the Buyer and are not included herein unless specifically stated. All shipped items are F.O.B. source of origin, be that from our plant or our suppliers. Buyer is responsible for inspection of merchandise upon arrival and filing any freight claims.

8. **PAYMENT TERMS.** Payment for items purchased under the terms of this agreement will be made upon receipt of invoices submitted. In the event payment is not made as agreed, Buyer agrees to pay a delinquency charge on past due amounts from the times they are due, thirty (30) days from invoice date, at the rate of 1.5% per month. In the event this agreement is placed for collection or if collected by suit or through the Probate of Bankruptcy Court, all of SignArt's attorney's fees shall be added. Buyer agrees that payment shall be upheld by corporate or partnership officers should the corporation, partnership or company change, be discontinued or bankrupted.
9. **NON-PAYMENT.** Title to all materials and property covered by this contract shall remain in SignArt and shall not be deemed to constitute a part of the realty to which it may be attached until the purchase price is paid in full. SignArt is given an express security interest in said material and property both erected and unerected notwithstanding the manner in which such personal property shall be annexed or attached to realty. In the event of default by Buyer, including, but not limited to, payments of any amount due and payable. SignArt may at once (and without suit or other process of law) take possession of and remove, exercising self-help repossession without breach of the peace, all materials used or intended for use in the construction of said equipment and any and all property called for in this agreement and all displays, products or other goods produced by SignArt under this contract, without being deemed guilty of trespass or of a violation of customer rights. Customer hereby expressly waives all objections and claims against SignArt in the regard including, but not limited to, trespass and violation of rights due process.
10. **WARRANTY.**
- a. For products manufactured and installed by SignArt or SignArt's subcontractors there is a one year full parts and labor warranty. Exposed unprotected neon tubing and incandescent lamps are excluded from this warranty, when used in outdoor applications.
 - b. LED illuminated products carry a two year labor / five year* parts warranty on LED's and power supplies. *Parts warranty is otherwise limited to the warranty provided by the parts manufacturer.
 - c. For products manufactured by SignArt, but installed by customer or customer's agents, warranty is limited to replacement of any defective components for one year with no provisions for labor costs.
 - d. Warranty does not cover damages caused by external forces, such as vandalism, damaging wind storms, fire, incorrect incoming electrical supply, lightning, etc.
 - e. SignArt shall not be liable for any loss of business or profits attributable to display outages, defects or other problems experienced with any product produced by SignArt. SignArt's exclusive responsibility in this connection is the repair and/or replacement if necessary of any such defective materials.
 - f. No third party (i.e. electrician, other sign company, etc.) is authorized to perform warranty repairs unless contracted by SignArt. This warranty is void if such unauthorized repairs are performed.
 - g. Underlying warranties on components manufactured by others may be extended or pro-related in accordance with component manufacturers warranty policy.
 - h. The electrical discharge of neon circuits can cause interference with electronic equipment. This occurrence does not indicate a defective neon product. SignArt will not be held responsible for any measures required to protect or relocate the equipment of others.
 - i. All warranties will be null and void if final invoice is not paid in full within 60 days of invoice date.

I have hereby read and accept SignArts terms and conditions.

Customer Signature: _____

Date: _____

Customer Print: _____



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

8/25/2016

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

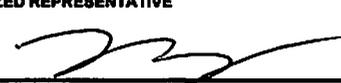
PRODUCER Reis Insurance Agency 220 South Main Street River Falls WI 54022	CONTACT NAME: Patrick Murphy PHONE (A/C, No, Ext): (715) 425-6721 E-MAIL ADDRESS: pat@reisagency.com	FAX (A/C, No): (715) 425-1766
	INSURER(S) AFFORDING COVERAGE	
INSURED Swinging Bridge Brewing Company 635 Hazel Street River Falls WI 54022	INSURER A: State Auto Insurance Companies NAIC # 31755	
	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	
	INSURER F:	

COVERAGES **CERTIFICATE NUMBER:** CL1682502678 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDITIONAL SUBROGATION WAIVED	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:		PBP2771139	9/1/16	9/1/17	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS					COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A			PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
 Location for Swinging Bridge Brewing Company at 122 South Main Street, River Falls, WI 54022.

CERTIFICATE HOLDER Brian C Lokrantz W8163 690th Avenue River Falls, WI 54022	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE 

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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 rfmainstreet.com

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.

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.

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, patios, 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. Grants may not be used for refinancing existing loans, working capital, or for purchase of inventory or interior renovations.
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.**

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.

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

Example Grant Scenario:

Building owner A is planning to complete façade upgrades. The owner meets with City staff to discuss the project and staff completes the Design Review process, providing a few recommendations to the owner. The owner is amenable to the recommendations and staff provides approval of the project. The owner has also submitted a completed BID application for the façade improvements as well as a new sign. Estimates come in as follows:

Work	Estimate	Grant Request
Tuckpointing	\$5,500	
Painting	\$6,250	
Windows	\$7,500	
Door	\$1,750	
Awning	\$3,100	
Sign	\$4,500	\$1,000
Total Project	\$28,600	
Project minus Sign	\$24,100	\$6,000

The Sign and Awning grant limit is 35% of the cost up to a maximum grant of \$1,000. 35% of \$4,500 is \$1,575, so the maximum sign grant is \$1,000. The awning is then added into the façade project for a total project cost (minus the sign) of \$24,100. 35% of \$24,100 is \$8,435, so the maximum grant is \$6,000. Total grant request is then \$7,000 for the full project.

Questions:

Joleen Larson, BID Board President 715-426-7776

Amy Peterson, City of River Falls, Community Development Staff Member 715-426-3425; apeterson@rfcity.org

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 5:00 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

Signs & Awnings	\$
Building Façade & Exteriors	\$
Total	\$

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: _____