

**THE MEETING OF THE EDA BOARD HELD ON DECEMBER 19, 2019, AT 6:00 P.M.,
AT THE CITY HALL COUNCIL CHAMBERS**

The meeting was called to order by Victoria Hallin. Members present were Sharon Sandberg, Charles Snustead, Jenny Gerold, Genny Reynolds, and Thom Walker. Staff present were Robert Barbian (Administrator), Stephanie Hillesheim (Comm. Dev. Specialist), and Mary Lou DeWitt (Comm. Dev.)

Absent was Brad Schumacher.

AGENDA ADDITIONS / DELETIONS:

REYNOLDS MOVED, SECOND BY GEROLD, TO APPROVE THE AGENDA. UPON THE VOTE, THERE WERE 6 AYES, 0 NAYS. MOTION CARRIED.

APPROVAL OF MINUTES FROM THE REGULAR MEETING ON AUGUST 15, 2019

WALKER MOVED, SECOND BY SNUSTEAD, TO APPROVE THE MINUTES FROM AUGUST 15, 2019. UPON THE VOTE, THERE WERE 6 AYES, 0 NAYS. MOTION CARRIED.

UNFINISHED / OLD BUSINESS: None

NEW BUSINESS:

A. Request for Façade Grant at 519 First Street

Stephanie Hillesheim, Comm. Dev. Specialist Memo:

Background

In June, Bob Mack from MacDonald & Mack Architects shared the Downtown Design Guidelines with the Planning Commission subsequently which have been adopted by the city. The city has discussed the coinciding façade grants with a number of interested parties who own business in the downtown district. Barb and Ed Stofferahn are in the process of opening Barb's Quilt and Design Studio at 519 First Street. They are currently working on building improvements and renovations to open the studio.

Analysis

The Stofferahn's had submitted an application for the Downtown Façade Improvement Grant Program in September but withdrew their application at that time. They have almost completed their improvements and are requesting matching funds of \$3,000. Improvements are clearly identified in their current proposal which include the refinishing and painting of the front exterior siding of their building, changing existing replacement windows for two larger windows, and the installation of a new front door. New signage and a complete interior remodel were also included in the revitalization of the building.

After submitting their original plans to Bob Mack of MacDonald & Mack Architects, they moved forward with the suggestion to add an awning to break up the space and provide a bit of weather protection.

The attachments explain the total cost of repairs. Pictures of the changes are also attached.

The Planning Commission came to the conclusion the project elements presented in the application for funding adhere to the requirements set forth in the Downtown Design guidelines adopted for the Downtown Façade Improvement Program.

Action Required

The Stofferhan's are requesting funding for a matching grant of \$3,000 for the façade improvements from the Façade Improvement Program.

*****End of Memo*****

Ed Stofferhan said that his wife has decided to change careers from a Tax Accountant to quilt designer and she has been working with quilts for eight years. They purchased the building at 519 First Street and are making changes. This is a quilt studio, not a fabric store. They will have five machines that are 12 feet long. They welcome all ages to come and sew. They had planned on redoing the sheet metal in front of the building, but after looking at it decided it was best to leave it as is. They did attend the façade presentation the Planning Commission held in the fall and liked a lot of the ideas and took them to heart to make the unique look. The awning they put up breaks the look for the upper part of the building. The signage has vintage barn wood around it. They also built barn wood doors for inside and a barn wood table. They install a concrete driveway on the side for those that are handicap and easier access. The neighbor next door concreted his also. These are positive changes that have a ripple effect where it shows others what can be done. The Insurance Shop is going to improve his building also. He replaced their windows on the front of the building with larger ones. They will be replacing the front door and putting gold leaf numbers for the address. The door will be at least \$1,000. Not only are other businesses noticing the changes to the building, but also residents in the city are. They would like to recover some of the expenses that they put in the building.

Barbian said it was fun to see their progress and he toured their site. The new front door and labor could be used for this grant request.

Ed Stofferhan said they had to remove the inner walls to fit the machines in there. It was not a low bearing wall, but a second ceiling was in there. They had to put an extra structure in to support the ceiling. The side building of their site was an old creamery building. They also got a container for the garbage cans so they are not standing out there in view.

Gerold asked what the side building is used for.

Ed Stofferhan said the embroidery machines will be in there also a desk and printer. Five single head embroidery machines. They got three of the twelve-foot-long arm machines. The other two will be smaller. Sewing classes also will be in there.

Hallin mentioned that they applied for grant in July and then withdrew it.

Ed Stofferhan said they withdrew the application because they had to reconsider the plans on refacing the front with the full brick on the bottom and paneling on the top. They did not think the steel could hold it. The application was written with the brick and paneling and had to be withdrawn to make other decisions.

Hillesheim talked about the grant and it was increased to \$3,000 and \$500 for the design fees.

Ed Stofferhan said design fees to the exterior is about \$1,400.

Barbian said up to \$500 can go towards paying MacDonald & Mack Architects.

Barb Stofferhan said the design fee is just the front of the building and not the door.

Hallin said the improvements and the awning look amazing. That awning really broke up the front of the building.

Ed Stofferhan said the awning had to be supported more for the wind load. The colors are nice and neutral and the awning is a canvas material.

Gerold asked why they waited to reapply for the grant.

Ed Stofferhan said they decided to reapply for the grant three weeks ago.

Gerold said she wants to make sure we are not setting a precedence in giving the grant to them now. We do not want others to come in expecting it when the job is almost done.

Ed Stofferhan said they still have the door in front to do plus the bathroom.

Barbian said the City wants to encourage more people to invest in their buildings. He hopes that more people in the future will work with Hillesheim and see about what funding could be given. He believes that some of the grant is appropriate to be given, maybe not the full amount. They are eligible for the \$3,000 plus \$500 Architect fee.

Hillesheim said the Planning Commission seen their plans and they meet the requirements for the design guidelines.

Barbian said the look is the Planning Commission's decision and the money is the EDA's decision.

Gerold pointed out from the EDA minutes of August 15, 2019 it was approved \$2,500 for the building improvements and up to \$500 for the Architect fees.

Walker suggested since they break down what is the cost for the outside work and then the inside cost and we use the outside portion for the grant amount.

Barb Stofferhan said she could get that list of the exterior and hand it in tomorrow.

Sandberg asked how many façade grants have been approved.

Hillesheim said this was the first application.

Walker thinks it is fantastic they are doing this to the building and suggest that we would fully support as much as we can. \$500 for Architect fee and provide the rest with receipts for the outside. They spent more than the \$500 on the Architect fee.

Hallin said the exterior cost is almost \$14,000 and that does not include the cement.

Barbian said it will be about \$1,200 for the front door. That could be considered as part of the grant.

Hallin said that is for the full amount of \$3,000.

Walker supports that.

REYNOLDS MOVED, SECOND BY SANDBERG, TO GRANT \$2,500 FOR THE OUTSIDE BUILDING IMPROVEMENTS AND \$500 FOR THE ARCHITECT FEE SUBJECT TO THE VERIFICATION OF THE ARCHITECTS RECEIPT. UPON THE VOTE, THERE WERE 6 AYES, 0 NAYS. MOTION CARRIED.

Barbian agrees with the comments that Walker said about they were allocated \$500 for Architect fees and spent more than that. We want people to apply for this grant from the beginning because of the design was maybe 2/3 of what they had on the inside.

MISCELLANEOUS:

A. EDA Balance Sheet

The EDA Board had no comments.

B. Report

1) Westling Land

Hillesheim said that John Westling owns property by the Air Park and has come to the City about possible development of that land and what needs to be done for access for his site. Two programs that could be helpful are MIF (Minnesota Investment Fund) for purchasing equipment. Crystal used that program. The EDPI Program for public infrastructure for road or any infrastructure. Community Development Grants are federal dollars and harder to get.

Most awarded is \$125,000 with a maximum of two million dollars. There needs to be an anchor where the business is creating a large industrial site.

Barbian said the BDPI Program would be what we want to use for 21st Avenue South or a portion of it.

Sherburne County Housing Study

Hillesheim said Sherburne County is doing a Housing Study and they would like this questionnaire completed. You can email it to her by January 10th and she will send the information on to them.

Walker asked if this is community wide or just inside the city limits.

Hillesheim said all townships are involved. The Golf Course is also looking at an expansion or improvements to their club house.

C. City Council and Planning Commission Minutes for December, 2019

The EDA Board had no comments.

SNUSTEAD MOVED, SECOND BY WALKER, TO ADJOURN THE MEETING. UPON THE VOTE, THERE WERE 6 AYES, 0 NAYS. MOTION CARRIED. THE MEETING ADJOURNED AT 7:00 P.M.

ATTEST:

Victoria Hallin, President

Mary Lou DeWitt, Community Development