



**MINUTES**  
**ECONOMIC DEVELOPMENT COMMITTEE**  
**CITY COUNCIL CHAMBERS – 625 SWIFT BLVD.**  
**MONDAY, JULY 25, 2022 – 4:00 P.M.**

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**CALL TO ORDER**

Chairman Bricker called the meeting to order at 4:00 pm.

**ATTENDANCE**

Chairman Bricker, Vice-Chair Hughes, Committee Members Knight, Spencer, and Potts.

Member Warner requested to be excused.

Also present were Planner Arrasmith, Economic Development Manager Wallner, Economic Development Specialist Follett, and Administrative Assistant II Kirkpatrick.

**APPROVAL OF AGENDA**

Chairman Bricker presented the agenda for approval. There were no changes or additions.

**COMMITTEE MEMBER HUGHES MOVED AND COMMITTEE MEMBER SPENCER SECONDED THE MOTION TO APPROVE THE AGENDA AS PRESENTED. MOTION PASSED 5-0.**

**PUBLIC COMMENTS**

Chairman Bricker opened the public comment period at 4:03 p.m. Having no one request time to address the committee, Chairman Bricker closed the public comment period at 4:04 p.m.

**APPROVAL OF MINUTES**

**1. May 23, 2022 Minutes**

Chairman Bricker introduced the meeting minutes from May 23, 2022. There were no changes or discussion.

**VICE-CHAIR SPENCER MOVED AND COMMITTEE MEMBER KNIGHT SECONDED THE MOTION TO APPROVE THE MEETING MINUTES OF MAY 23, 2022. MOTION PASSED 5-0.**

**PRESENTATIONS**

**2. July Training Topics – BLRF & CFIP**

Chairman Bricker recognized Development Services Specialist Follett to present the training topic. Mrs. Follett presented and went over the Business License Reserve Fund (BLRF) and Commercial Façade Improvement Program (CFIP) guidelines. Going over what the committee members should be looking for in applications. Especially making sure that projects are permanent, and don't pertain only to the current business.

## **ITEMS OF BUSINESS**

### **3. COMMERCIAL FAÇADE IMPROVEMENT PROGRAM APPLICATION – HABITAT FOR HUMANITY**

Chairman Bricker recognized Development Services Specialist Follett to present the application to the Committee. Mrs. Follett went over how Habitat for Humanity has asked for funds to offset the cost of new signage at their store, along with vinyl letters for the front door and windows. She went over that signs in the past were considered only if a part of a larger façade improvement; however, in this case partial funding could be considered because the sign would create an improved façade appearance. At the conclusion of her presentation, she answered questions from committee members.

**COMMITTEE MEMBER HUGHES MOVED AND COMMITTEE MEMBER SPENCER SECONDED THE MOTION THAT THE ECONOMIC DEVELOPMENT COMMITTEE RECOMMEND TO CITY COUNCIL APPROVE A CFIP GRANT TO HABITAT TO HUMANITY FOR A TWENTY-FIVE PERCENT MATCH FOR NEW ROADSIDE SIGN. MOTION PASSED 5-0.**

### **4. COMMERCIAL FAÇADE IMPROVEMENT PROGRAM APPLICATION – 707 THE PARKWAY (BRAIN MAIR)**

Chairman Bricker recognized Development Services Specialist Follett to present the application to the Committee. Mrs. Follett went over the CFIP application from Mr. Mair that is requesting CFIP funds for new windows and doors on the front (Parkway facing) and back (Jadwin facing) of the building. These upgrades are part of a larger project to upgrade the building. At the conclusion of her presentation, she answered questions from committee members.

**COMMITTEE MEMBER POTTS MOVED AND COMMITTEE MEMBER HUGHES SECONDED THE MOTION THAT THE ECONOMIC DEVELOPMENT COMMITTEE RECOMMEND TO CITY COUNCIL APPROVE THE REQUEST FOR COMMERCIAL FAÇADE IMPROVEMENT PROGRAM FUNDS TO BRIAN MAIR FOR IMPROVEMENTS AT 707 THE PARKWAY. MOTION PASSED 5-0.**

## **ANNOUNCEMENTS**

Economic Development Manager Wallner announced that committee members Newman and Holmberg terms are expiring September 30, 2022. They are eligible to reapply, and the

application period is open July 25, 2022, to August 8, 2022. She asked that if anyone knows of someone who should apply to please encourage them to submit applications. She also mentioned that the Deputy City Manager position had been announced and Joe Schiessl was awarded that position. He will be over seeing Development Services, Energy Services, Parks & Public Facilities, and Public Works starting July 25, 2022.

## **ADJOURNMENT**

Chairman Bricker adjourned the meeting at 4:42 p.m.

**Prepared by:** Carly Kirkpatrick  
**Carly Kirkpatrick, Administrative Assistant II**

**Reviewed by:** Mandy Wallner  
**Mandy Wallner, Economic Development Manager**

**Approved by:** Brad Bricker  
**Brad Bricker, Chairman**