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

Absent was Jules Zimmer.

**AGENDA ADDITIONS / DELETIONS:**
WALKER MOVED, SECOND BY REYNOLDS, TO APPROVE THE AGENDA WITH THE ADDITION TO MISCELLANEOUS: ITEM D, “A NIGHT OF BOND” THE CHAMBER EVENT. UPON THE VOTE, THERE WERE 5 AYES, 0 NAYS. MOTION CARRIED.

**APPROVAL OF MINUTES FROM REGULAR MEETING ON SEPTEMBER 18, 2018**
REYNOLDS MOVED, SECOND BY SNUSTEAD, TO APPROVE THE MINUTES FROM THE REGULAR MEETING ON SEPTEMBER 18, 2018. UPON THE VOTE, THERE WERE 5 AYES, 0 NAYS. MOTION CARRIED.

**UNFINISHED / OLD BUSINESS:**
A. Downtown Design Guidelines & Architect Selection

Community Development Memo:

**BACKGROUND:**
City staff has been working with the Planning Commission & Economic Development Authority to set up a couple downtown initiatives to assist property owners reinvesting into the store fronts.

This has led to the repositioning of existing resources, two small loan funds for the purpose of providing loans and grants to downtown property and business owners. To date two loans have been extended that have benefited two downtown businesses. Another tool being put in place is to aid in focusing redevelopment efforts by property owners to complete façade renovations. The model being used in Princeton is similar to that set in place in many communities utilizing the principals of a “Main Street Community”. A Main Street Community philosophy is based upon theories which create an atmosphere in which people and customers choose to congregate. A tool often utilized in these communities are “Design Guidelines” which are to aid in building an atmosphere. The Design Guidelines set in place a direction for renovations. Grants are often accompanied to obtain the desired direction development in the Design Guidelines.

A couple of the EDA and Planning Commission members have been working on the selection of an Architect and recommendation for this project. Those members involved are Victoria Hallin, Genny Reynolds, and Eldon Johnson. Mary Lou DeWitt, Stephanie Hillesheim and Robert
Barbian have also participated with the interviews. The following firms were interviewed. Attached are the corresponding proposals.

1. Bob Shaffer, Foundation Architects President and Mike Lamb, with LHB.
2. Erin N. Perdu, AICP, GISP with WSB Architects.
3. Robert Mack, Principal MacDonald & Mack.

A façade grant program is being established to set a direction for the downtown and assist business owners implement store improvements in that direction. The area of the study proposed is the B-1 Central Business District. In order to obtain the best product or goals for the downtown outside guidance and expertise on design was sought from architectural firms. All qualified firms and professional in the proposal approach.

For program implementation the EDA will provide loan and grant approvals/recommendations to the City Council. The Planning Commission provides approval, guidance and recommendations to the City Council on what façade renovations meet the design guidelines an eligibility item to receive a façade grant.

RECOMMENDATION:
The recommendation from the members is to award the work to MacDonald & Mack. The committee concluded that the presentation demonstrated a responsive approach to the work that would take into account the comments from the community and produce an end product which will provide the downtown architectural appropriate designs which the community can work to achieve.

Hillesheim said the recommendation from those that attended the three interviews is for MacDonald & Mack. Their approach is more down to earth and fit the Princeton style more. They also have experience with historical preservation.

Sandberg said they were the ones who put the 2012 Legacy-grant funded reconnaissance survey for the downtown book together.

Reynolds said that those that are interested in applying for the funding would have to stick with the recommendation of the guidelines or they would not get the funding.

Hallin commented on the different pricing on the three proposals.

Hillesheim said Barbian would like to start the meetings in December and we have to choose five buildings to do. She mentioned White Birch Dental had contacted her on the site they own next to them and they would be one and five sites.

Sandberg did research online and WSB Engineering she did not recommend because of their high employee turnover. With LHB their personality was good, but they like more of the new
look, the dazzle. They did not have awards. MacDonald & Mack has received awards on older buildings that they refurbished. They had a high recommendation. They also have the same staff since 2012 that are still working with them. Barbian was a little frustrated it took so long to reach Robert Mack. He was the one who came for the interview.

Walker commented that it does not hurt to have a different firm for this than WSB Engineering. This is mostly street scape. Can the firm help the owner on the inside of the building also down the road if the owner would like.

Hillesheim said they would help look in the inside also and see if it is worth doing the process.

Sandberg agreed. They will look also in the inside.

Hillesheim said Robert Mack spoke of tuck pointing the bricks he would look into that if the building needed it.

REYNOLDS MOVED, SECOND BY SANDBERG, TO RECOMMEND TO THE CITY COUNCIL TO AWARD MACDONALD & MACK ARCHITECTS AS THE ARCHITECT FIRM TO BE SELECTED FOR THE DOWNTOWN DESIGN GUIDELINES. UPON THE VOTE, THERE WERE 5 AYES, 0 NAYS. MOTION CARRIED.

Walker suggested meeting at Pizza Barn and he would buy the pizza.

Hillesheim said on her list of five is the old Auto Parts building where maybe they can fix the outside up where they can get someone to buy it.

DeWitt ask the members to email any suggestions of five sites to Hillesheim so she can forward those to the firm.

NEW BUSINESS:
A. Revolving Loan Fund Application
Loan Review Committee Memo

BACKGROUND:
The City has received an application for a loan from EAT Inc. dba K-Bob Café. The loan proceeds are to complete the interior repair of the banquet room. The total project cost is $12,000.00. The maximum eligible for this application amount can be for a total of $6,000.00.

There are two buildings currently being occupied for the operations of K-Bob.
111 Rum River Drive ~2,200 square feet
109 Rum River Drive ~1,400 square feet
ANALYSIS:
The Loan Review Committee will be reviewing the application information to determine the feasibility of the project, the validity of the applicant and determine a recommendation to the EDA.

The funding would be from the UDAG fund account.

RECOMMENDATION:
That a loan recommendation is being considered by the subcommittee to be discussed by the EDA at the meeting for the banquet room repairs at 109 Rum River Drive.

Snustead said that the applicant would like to repair the back room where the water damage had been. They have not been using that room at all since there is damage from the roof leak.

Walker said it will be a good fix to have that back room done. They are looking at a total of $12,000.00 for the project and the loan amount from that would be $6,000.00. We did award them the funds for the roof that cost $15,000.00. It would be nice to give them the loan, but we would be giving two loans to one party.

Sunstead said he would still like to see their cash flow that he had requested to review. He would be more comfortable to table this until he can review that statement.

Hillesheim believes the roof will be done in the next few weeks so they would not do the room until that is completed.

Snustead said they have an income from the restaurant so that would pay for the loans. The balance sheet was not looking good since it only covered a couple months.

Walker commented that since they do not have the room up and running, they will not lose income from it since it has not been used prior to this. A month delay will not hurt. We have to be responsible for giving this.

Snustead would like to review a cash flow statement and does not want to give the loan until they can review it. This is a prominent downtown business and has helped with community events. If the cash flow statement looks good he would be comfortable giving the loan.

WALKER MOVED, SECOND BY REYNOLDS, TO APPROVE THE REVOLVING LOAN OF $6,000.00 TO REPAIR WATER DAMAGE IN THE BANQUET ROOM FOR STEPHEN AND TERI TOU, OWNERS OF THE K-BOB BUILDING AT 109 RUM RIVER DRIVE SOUTH, CONTINGENT THAT THE CASH FLOW STATEMENT IS REVIEWED AND APPROVED BY STEVE JACKSON AND CHARLES SNUSTEAD. IF APPROVED IT CAN THEN BE FORWARD TO THE CITY COUNCIL FOR FINAL APPROVAL. UPON THE VOTE, THERE WERE 5 AYES, 0 NAYS. MOTION CARRIED.
MISCELLANEOUS:
A. Budget
The EDA Board had no comments.

B. Reports: None

C. City Council and Planning Commission Minutes for October, 2018
The EDA Board had no comments.

D. “A Night of Bond”
Walker said as he was walking into the building tonight, the Chamber handed him a post card for the Chamber event “A Night of Bond”. It will be held on November 29, 2018 at the Northern Lights Ballroom from 6 – 9 P.M. The cost is $35 and you would need to make a reservation.

SNUSTEAD MOVED, SECOND BY WALKER, TO ADJOURN THE MEETING. UPON THE VOTE, THERE WERE 5 AYES, 0 NAYS. MOTION CARRIED. THE MEETING ADJOURNED AT 6:56 P.M.

ATTEST:

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Victoria Hallin, President    Mary Lou DeWitt, Comm. Dev. Assistant