



**Banks Economic Development Commission
April 6, 2022
MEETING MINUTES**

CALL TO ORDER Economic Development Commission Chair Will Moore called the meeting to order at 6:30 PM.

ROLL CALL

Present were: Kim Post, Margaret Holland, Will Moore, and Doug Ableman.

Absent: Peter Edison, Rich Weitzel and Clint Jackson.

Staff present: City Manager Jolynn Becker and City Planner Lauren Scott.

APPROVAL OF MINUTES:

1. Approval of March 2, 2022, minutes.

Kim Post made a motion to approve the minutes from the March 2, 2022, meeting as presented. Margaret Holland seconded, and the motion passed unanimously.

PRESENTATIONS - None

BUSINESS AGENDA

2. **2022-2023 Façade Improvement Program:** Jolynn Becker gave an overview of the 2020 Façade Improvement Program, noting which businesses had received grants and which projects had not yet been completed. She would be recommending that the program budget for the 2022-2023 fiscal year be \$50,000. The Agenda Packet included an updated copy of the letter to business owners and program documents. The Commission needed to decide on a program timeline and whether \$50,000 was an appropriate amount. Several Commissioners said they believed \$50,000 was too much.

Commissioners discussed setting a maximum grant amount for each project. All Commissioners agreed the amount should be increased for the next fiscal year. Chair Moore suggested no maximum be set so that individual grant amounts could be determined based on each projects' merits. Commissioners discussed and agreed that the grant should still require a one-to-one match. Additionally, the Commission would not have to grant the full amount requested. The consensus was to remove the maximum grant amount.

Ms. Becker asked if the Commission would consider approving an additional \$5,000 to fund architectural design services. Currently, grants for the design services reduced the program's total budget. Commissioners agreed more funds should be granted for design services. Architectural designs were necessary and having those costs covered could be an incentive for business owners to apply.

Commissioners reviewed and discussed the project timeline proposed by Staff. No changes were recommended to the timeline. The consensus was to publish the timeline in May to give businesses plenty of time to apply.

Ms. Becker confirmed she would remove language about the maximum grant amount from the letter to businesses and add language about reimbursing architectural design costs. Additionally, she would proofread all program documents to confirm that dates and amounts had been correctly updated for the next fiscal year. The Commission would review the final draft in May.

Kim Post moved to update the 2022-2023 Façade Improvement Program timeline and remove the cap of \$5,000 per property. Doug Ableman seconded, and the motion passed unanimously.

Commissioners and Staff shared ideas for advertising the program, discussing where and how to advertise. The consensus was that program would be promoted in letters sent to business owners, through email, and online. The advertisements would encourage businesses to contact Staff for assistance with the application process. Ms. Becker confirmed that she would work with applicants to make sure they were submitting all the necessary information about their project. She would also update the application instructions to encourage applicants to include more details.

ROUND TABLE:

3. **In-Person Meeting Discussion:** Commissioners discussed the possibility of meeting in person. Commissioners agreed that virtual meetings were the most convenient. Ms. Becker suggested the Commission meet in person to review grant applications.

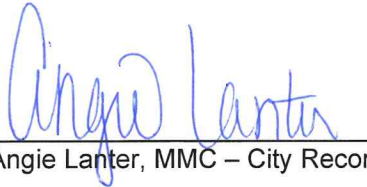
Ms. Becker reported on the following projects:

- Main Street Survey – The Planning Commission would be meeting in April to discuss the results of the survey and Staff would provide an update to the EDC in May.
- Transmission Line – The project was 99 percent complete. The meters still needed to be updated.
- Master Plan Updates – The Transportation Master Plan, Water Master Plan, and Parks Master Plan would be updated by the end of December.
- Future Projects– The intersection at the north end of town and the infrastructure on Wilkes Street were in the planning stages. No dates were available yet for either project.

Doug Ableman reported that he would be moving to Utah but would like to remain on the Commission. Ms. Becker confirmed that to remain on the Commission, the Code stated, "Commissioners should live, work in or have some type of business connection to the City of Banks and the city's economic development." She would get the City Attorney's opinion.

ADJOURNMENT: The meeting adjourned at 7:19 pm. Next Regular Meeting will be held on Wednesday, May 4, 2022, at 6:30 pm.

Submitted by:



Angie Lanter, MMC – City Recorder/Assistant City Manager