



**City of Newport
Newport Economic Development Authority Minutes
October 6, 2011**

1. CONVENE ECONOMIC DEVELOPMENT AUTHORITY MEETING

Mayor Geraghty called the Regular NEDA Meeting to order at 6:30 P.M.

A. Roll Call

Commission Members Present – Tim Geraghty, Tom Ingemann, Tracy Rahm, Steve Gallagher

Commission Members Absent - Bill Sumner

B. Review Agenda

Motion by Ingemann, seconded by Gallagher to approve the agenda as presented. With 4 Ayes, 0 Nays, 1 Absent, the motion carried.

C. Approval of September 16, 2010 NEDA Meeting Minutes

Motion by Geraghty, seconded by Ingemann to adopt the September 16, 2010 minutes. With 4 Ayes, 0 Nays, 1 Absent, the motion carried.

2. NEW BUSINESS

A. Adoption of the NEDA 2012 Budget

Motion by Gallagher, seconded by Ingemann to approve Resolution No. 2011-1 adopting the 2012 NEDA Budget. With 4 Ayes, 0 Nays, 1 Absent, the motion carried.

B. Election of the NEDA Treasurer for 2012

Motion by Geraghty, seconded by Rahm to approve Resolution No. 2011-2 appointing Tom Ingemann as Treasurer for 2012. With 4 Ayes, 0 Nays, 1 Absent, the motion carried.

C. Business Assistance Policy

Admin. Anderson presented on the Business Assistance Policy as outlined in the October 6, 2011 NEDA packet.

NEDA recommended adding the following to the proposed Downtown Façade Rehabilitation Grant Program:

- Stipulation requiring property owners to pay back the matching funds provided by the City if the property is sold within a certain number of years
- The City will match 50% of the total project cost, up to \$10,000
- The property owner is required to provide proof of insurance

Staff will bring a final proposal for the Downtown Façade Rehabilitation Grant Program to NEDA at a future meeting.

Motion by Gallagher, seconded by Ingemann to approve the Business Assistance Policy, TIF Policy, and Tax Abatement Policy. With 4 Ayes, 0 Nays, 1 Absent, the motion carried.

D. Business Assistance Programs

Staff will be placing resources on the City's website for business assistance programs. Additionally, staff will develop a map for the website that lists commercial properties for sale/lease.

E. Homeowner Assistance Programs

Staff will be placing resources on the City's website for homeowner assistance programs.

F. Vacant Building Registration Program Review

Admin. Anderson presented on the Vacant Building Registration Program. Under this program, property owners would be required to register their vacant building within 90 days of it becoming vacant. The cost will be \$1,000 for the first year for residential properties and \$2,000 each year following. For commercial properties the cost will be \$1,500/\$3,000. Staff will bring a draft ordinance to the City Council at a future meeting.

G. Property Update

Staff has met with a consulting firm regarding the Knauff property located behind and adjacent to City Hall. Staff would like to move forward and apply for grants for analyzing and cleaning up contamination at the site. Prior to applying for the grants the City would need to pay for and conduct Phase I of the environmental analysis.

Motion by Ingemann, seconded by Geraghty to allow the City Administrator to withdraw the adequate funds necessary for Phase I and apply for grants for the Knauff property. With 4 Ayes, 0 Nays, 1 Absent, the motion carried.

Motion by Ingemann, seconded by Geraghty to approve Resolution No. 2011-3 to submit a grant application to the Department of Employment and Economic Development for contamination investigation and RAP development and commit to the local match for the grant. With 4 Ayes, 0 Nays, 1 Absent, the motion carried.

Motion by Ingemann, seconded by Geraghty to approve Resolution No. 2011-4 to submit a grant application for the tax base revitalization account through the Metropolitan Council. With 4 Ayes, 0 Nays, 1 Absent, the motion carried.

H. Red Rock Gateway Vision and Implementation Plan Roles and Review

Admin. Anderson presented on proposed roles for the Planning Commission, staff and consultants, and EDA/City Council during the Red Rock Gateway Vision and Implementation Plan.

I. Newport Development Information Guide

Staff will be developing informational guides for developers regarding residential, commercial and industrial development within the City. These guides will be placed on the website before the end of 2011.

J. Business Marketing Strategies Plan for Attraction and Retention of Businesses

Staff will be working on developing business marketing strategies for the City within the next couple months.

3. OTHER BUSINESS

None

4. ADJOURN

Motion by Gallagher, seconded by Ingemann to adjourn the Annual NEDA Meeting at 7:55 p.m. With 4 Ayes, 0 Nays, 1 Absent, the motion carried.

Signed: _____
Tim Geraghty, President

Respectfully Submitted:

Brian Anderson
NEDA Executive Director