



CITY OF NEWPORT
2060 1ST Avenue
Newport, MN 55055
(651) 459-5677
ci.newport.mn.us

President:
Board of
Commissioners:

Laurie Elliott
Kevin Chapdelaine
Tom Ingemann
Marvin Taylor
Bill Sumner

E.D. Director / City Administrator:
Asst. to the City Admin:
Authority Attorney:

Joe Hatch
Travis Brierley
Flaherty & Hood

NEWPORT ECONOMIC DEVELOPMENT AUTHORITY AGENDA
June 1, 2023- Immediately Following the City Council Workshop

1. CALL TO ORDER
2. ROLL CALL
3. ADOPT AGENDA
4. CONSENT AGENDA
 - A. Minutes- April 6, 2023
5. DOWNTOWN FAÇADE GRANT REVIEW
6. ADJOURNMENT



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NEWPORT ECONOMIC DEVELOPMENT AUTHORITY MINUTES
April 6, 2023

1. CALL TO ORDER

President Elliott called the Newport Economic Development Authority (NEDA) Meeting to order at 6:12 p.m. on April 6, 2023.

2. ROLL CALL

Present (5): President Laurie Elliott, Commissioner Kevin Chapdelaine, Commissioner Tom Ingemann, Commissioner Marvin Taylor, and Commissioner Bill Sumner.

Not Present (0): None

3. ADOPT AGENDA

Commissioner Chapdelaine motioned to adopt the agenda. Seconded by Commissioner Sumner. Approved 5-0.

4. CONSENT AGENDA

A. Minutes- March 16, 2023

Commissioner Chapdelaine motioned to adopt the Consent Agenda. Seconded by Commissioner Ingemann. Approved 5-0.

5. AREA STUDY CONSULTANT

A. NEDA Resolution No 2023-01- Authorizing City Council to expense NEDA funds

NEDA Executive Director Joe Hatch stated there is a resolution authorizing the City Council to spend NEDA funds up to \$50,000 as well as a contract with Hoisington Koegler Group Inc (HKGi) to oversee this area study. The Council will consider appointments for a committee to be formed for this study.

Commissioner Chapdelaine motioned to authorize the Newport Economic Development Authority President and the Newport Economic Development Authority Executive Director to sign and execute the contract with Hoisington Koegler Group Inc. Seconded by Commissioner Ingemann. Approved 5-0.

Commissioner Chapdelaine motioned to adopt Newport Economic Development Authority Resolution No. 2023-01 – Authorizing City Council expenditure authority for Hoisington Koegler Group Inc. contract using Newport Economic Development Authority funds. Seconded by Commissioner Sumner. Approved 5-0.

6. WASHINGTON COUNTY COMMUNITY DEVELOPMENT AGENCY

A. NEDA Resolution No 2023-02- Predevelopment Finance Fund

Commissioner Sumner motioned to adopt Newport Economic Development Authority Resolution No. 2023-02 – Approving the application for funding from the Washington County Community Development Agency predevelopment finance fund. Seconded by Commissioner Taylor. Approved 5-0.

7. ADJOURNMENT

Commissioner Ingemann motioned to adjourn the Newport Economic Development Authority Meeting. Seconded by Commissioner Chapdelaine. Approved 5-0.

The Newport Economic Development Authority Meeting was adjourned at 7:21 p.m. on April 6, 2023.

Respectfully Submitted:
Jill Thiesfeld,
Administrative Assistant II

Signed: _____
Laurie Elliott, President



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MEMO

TO: Honorable President and Newport Economic Development Authority

FROM: Joe Hatch, City Administrator

DATE: May 23, 2023

SUBJECT: Downtown Façade Rehabilitation Grant Program

Background:

In 2011, the Newport Economic Development Authority (NEDA) established a Downtown Façade Rehabilitation Grant Program. The program is designed to provide up to 50% matching funds for eligible façade improvements with a maximum funding match of \$10,000.00. The funds are reimbursed to the applicant after the improvement is made as a forgivable loan with one-third being forgiven each year for three years.

In 12 years, the city has awarded four grants totaling \$31,659.35 and paid \$10,000 for the tear down of the A&W building.

Discussion:

Staff recently received a façade grant application for painting and pavement work. Staff reviewed the application and do not believe it qualifies because the façade grant does not allow for “routine building maintenance” as an eligible expense. Staff would view painting and pavement improvements as “routine” maintenance. However, the façade grant also allows for “Any work that improves the appearance of the building” so there is a little bit of a contradiction in the grant application. I would also argue that repairing pavement is not part of a “façade” but it would improve the image and value of the building.

Staff wanted to discuss this issue with the council and clarify the intent of the façade grant. Additionally, staff feels this may be a good time to change the grant application if the council felt it could be used as an incentive to improve the overall appearance of the city in highly visible areas. Additional clarification might include how often someone could apply for a grant.

Recommendation:

Staff are recommending changing the façade grant and allowing for any improvements to a buildings exterior that will increase the value of the property and/or the improve the overall appearance. The grant be renamed the Downtown Rehabilitation Grant Program with a focus on improving the overall visibility, aesthetic, and value of Newport’s downtown. A

recommendation would also be to limit one grant per business every 5 (five) years. A new requirement would be added to require the property be compliant with all city codes and be current on utilities and property taxes.



City of Newport Downtown ~~Facade~~ Rehabilitation Grant Program

Mission: To encourage the preservation and beautification of downtown and downtown retail and commercial properties.

Program Information: The City of Newport will match funds up to \$10,000 and will be targeting retail and commercial properties identified along Hastings Avenue in the downtown business district.

Eligible Expenses Include:

- Construction Materials
- Architect and Engineering Fees
- Building Permit Fees
- Labor
- Signage in Conjunction with Other Eligible Improvements (~~Excludes routine maintenance~~)
- Any work that improves the appearance of the building (restoring, replacing or repairing its original materials or architectural features subject to staff approval and the Economic Development Authority)

Ineligible Expenses Include:

- Acquisition
- Existing Debt Financing
- Work Involving Moveable Furnishings or Fixtures
- Rehabilitation Costs for Residential Properties
- Interior Building Improvements
- Mechanical Equipment
- Roof Repair
- ~~Routine Building Maintenance~~

How to Apply: Interested properties are encouraged to apply ASAP! Funds are limited and will be awarded to qualifying properties on a first-come, first-serve basis. Applications must be submitted between January 1 and June 30 of each year. Grants are limited to one per five-year period.

Work on improvements must commence within 60 days of approval and must be completed within 180 days of approval. The applicant shall receive reimbursement within 7 days of submission of the contractor's invoice or completion of the work per the approved plans, whichever occurs later. The property must be compliant with all city codes and be current with property taxes and utilities bills.

Application materials are available on the City's website at: www.ci.newport.mn.us and in person at Newport's City Hall. Applications should be submitted to the City of Newport and must include the following:

- Completed elevation drawings
- Approved building permit, issued by the City of Newport
- Lender's letter of loan approval (If applicable) or evidence of availability of applicant's own funds
- Signature of building owner on application if owner is not the applicant
- ~~Cost of construction quotations~~