



Cloquet Economic Development Authority
MEETING AGENDA
Wednesday March 2, 2022
8:00AM
Cloquet City Hall (IN PERSON)

ACTION TAKEN

1. **Call Meeting to Order** _____

2. **Announcements, Adjustments, Correspondence, and Other Comments** _____
Please make sure to turn your microphones on when speaking for Swagit Video sound

3. **Public Comments?**

a. Public Comments

Please give your name, and address. Visitors may share concerns on any issue, which is not already on the agenda. The Chair reserves the right to limit an individual's presentation if it becomes redundant, repetitive, irrelevant, or overly argumentative. All comments will be taken under advisement by the Commission. No action will be taken at this time. Public Comments will be limited to 10 minutes per topic or 30 minutes total. The Commission may request an item be placed on a future agenda for further discussion as part of the regular meeting.

4. **Approval EDA meeting minutes** _____
 a. Regular Meeting February 2, 2022

5. **Approval of Monthly Financials:** _____
 a. January 2022

6. **Action Items:**
 a. 901 Cloquet Avenue SCDP Grant Request: Window Replacement _____
 b. 2022 Minnesota Main Street Membership: Network Community Application

7. **Presentations:**
 a. Lessons Learned: the Hidden Gems of Cloquet, Shelly Peterson, CEO of Promoting Me, LLC <https://www.thehiddengemsofcloquet.com/> _____

8. **Adjourn into CLOSED SESSION MEETING OF THE EDA (REAR CITY HALL CONFERENCE ROOM, Minn. Stat. Sec. 13D.05.3(c)(3).**
 a. Discussion EDA Good Faith offer to acquire 915 Cloquet Avenue _____



Cloquet Economic
Development Authority

AGENDA INFORMATIONAL UPDATES

2-24-22

CHAMBER

1. Lunch n Learn - Zoom Style – March 3rd at Noon
2. Spring Craft, Art & Vendor Fair March 11-12 at Black Bear Casino.
3. Save the date! Annual Meeting and Banquet –April 28th

COUNTY

- Staff continues to work on the jail and law enforcement projects. with our community advisory committee to see the space needs in person for the new justice center project underway by Carlton County.
- Staff is touching base with the scope of works for several rehab projects including the Historic City Hall building (Split Rock Financial), Medicine Shoppe, Northern Printery, and North Harbor (Jeremy Manthey-former Roberts Home Furniture). There will be a bid opening for Randy Flynn’s building (Angel Nails/Northern Health Filtration) on March 8th.

CITY

- Blandin Foundation’s—Broadband Accelerate Program, the Cloquet Team presented their findings February 25th to the four-team community cohorts and will schedule Community meetings during March and will present to City Council their recommendations in April. Once all information is provided by CTC City Councilor/Committee member Wilkinson and Mayor Maki will present the iPad winner.
- A public hearing has been scheduled for March 8, 2022 at 7pm Cloquet Planning Commission to amend the zoning ordinance to allow commercial child care in the Office Manufacturing District.
- A public hearing has been rescheduled for March 15, 2022 at the 6pm Cloquet City Council meeting to consider city acquisition of 915 Cloquet Avenue.
- Cloquet was selected to complete a Final Application to the state for West End streetscaping and will hold a public hearing on the application March 1st.
- Please see the attached budget highlights from the Walz Administration on Expanding Economic Opportunity.
- Boldt Construction will be teaming up with the City again this year to plan an Earth Day Clean up Saturday April 30th.





MINUTES OF THE CLOQUET EDA MEETING

DRAFT

EDA Members Present: Sue Ryan, Dave Manderfeld, Lyz Jaakola, Lara Wilkinson, John Riihilouma

EDA/Ex-Officio/Staff Members Absent: Steve Micke, Mark Lanigan (EDA Commissioners), Mary Finnegan (Carlton County)

Ex-Officio Staff/Staff Members/Others Present: Katie Bloom, Holly Hansen, Tim Peterson (City); Kelly Zink (Chamber)

1. CALL TO ORDER

Vice President Manderfeld called the meeting to order at 8:01 a.m. The meeting was conducted via teleconference.

2. ANNOUNCEMENTS, ADJUSTMENTS, CORRESPONDENCE AND OTHER

Ms. Hansen sent well wishes on behalf of the EDA to President Micke recovering from a medical procedure.

- a. PUBLIC COMMENTS / EDA COMMISSIONER COMMENTS
None.

3. APPROVAL OF MONTHLY EDA MEETING MINUTES

President Micke asked for any corrections or additions to the January 5, 2022, EDA Meeting Minutes? Hearing none he asked for a motion.

Motion: Commissioner Riihilouma moved, and Commissioner Jaakola seconded, that the EDA approve the EDA Meeting Minutes from January 5, 2022. (Motion passed 4-0).

4. APPROVAL OF MONTHLY EDA FINANCIALS: DECEMBER 2021

CASH BALANCES

Ms. Hansen reviewed the December 2021 cash balances and loans for the EDA. For the cash balances, she noted an increase in Fund 201 and an increase of \$34,000 from Boss Builders into Project Fund 201. There were decreases in Fund 202 due to Adams Street legal fees. Fund 203 increased due to loan repayments as did Fund 206 from residential Small Cities loans.

LOAN BALANCES

Ms. Hansen noted that all loans are current.

Motion: Commissioner Riihilouma moved, and Commissioner Jaakola seconded, that the EDA December 2021 financials be approved. (Motion passed 4-0).



5. ACTION ITEMS / PRESENTATION

a. Cloquet Business Park – Zoning Discussion

This month staff has had an inquiry about constructing a commercial childcare center in the business park with an exterior play area. The question to the Cloquet EDA is, should commercial daycare centers be allowed in the Cloquet Business Park, is the use a reasonable compatible land use to the current vision of the Office Manufacturing zoning? Originally in 2006, commercial childcare centers were a permitted use in the front loop of the Cloquet Business Park under the “RC Regional Commercial zoning”, however now that zoning has been modified to Office Manufacturing as the vision for the business park, they are currently not allowed. Staff believes the way childcare is listed as an exception could have been overlooked originally in error. She provided business park zoning examples from Brooklyn Park, Grand Rapids etc. for reference.

EDA members provided input: Commissioner Manderfeld stated it is a good use to allow in the business park and reflects a need in the community, Commissioner Riihilouma stated the land use would be compatible in the business park, Commissioner Jaakola had no concerns allowing this land use, and Commissioner Ryan thought it was a good idea and expressed an interest in learning more from this business on partnerships for daycare slots for businesses.

Motion: Commissioner Ryan moved, and Commissioner Riihilouma seconded, that the EDA recommend to Planning Commission / City Council modification to the Office Manufacturing Zoning District to allow commercial childcare facilities (Motion passed 4-0).

Commissioner Wilkinson joined the meeting.

b. Draft 2022 Cloquet EDA Goals

Ms. Hansen reviewed the goals with the EDA and referred to the 2021 Annual Community Development report.

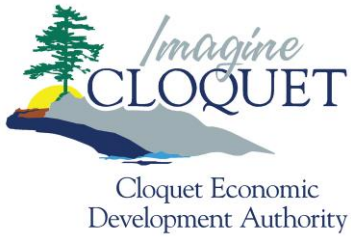
Direction: Cloquet EDA members affirmed the goals to be finalized for 2022.

6. AGENCY UPDATES / DISCUSSION ITEMS

Ms. Zink provided an update on Chamber events and programming. Ms. Hansen provided an update on County and City items.

7. ADJOURN

Vice President Manderfeld asked for a motion to adjourn.



**CLOQUET ECONOMIC DEVELOPMENT
AUTHORITY**

101 14th St., Cloquet, MN 55720

February 2, 2022

Motion: Commissioner Wilkinson moved, and Commissioner Riihilouma seconded, to adjourn the meeting (Motion passed 5-0).

Next meeting date

March 2, 2022 at City Hall.

ADJOURNED 8:26 a.m.

Respectfully submitted,

Holly Hansen, Community Development Director



Community Development Department
101 14th ST • Cloquet MN 55720
Phone: 218-879-2507 • Fax: 218-879-6555

To: City of Cloquet Economic Development Authority (EDA)
From: Holly Hansen, Community Development Director
Date: February 19, 2022

ITEM DESCRIPTION: EDA Review of Monthly Financial Statements (January 2022)

EDA Requested Action

The EDA is asked to approve the January 2022 financials.

Monthly Review

Attached the EDA members will find the January 2022 cash balances and loans for economic development.

CASH BALANCES

The summary of January financials **which currently total \$1,942,108.24** are:

- **Fund 201 (LDO-Loan)** there is an **increase** in Fund 201 due to loan repayments.
- **Fund 201 (LDO-Project/Loan)** *there is an increase in the amount of \$34,000 from the sale of the two Adams ST lots. The base amount of \$105,006.21 was derived from the state (DEED) MIF One Time Exception participation by the City of Cloquet EDA closing out the EDA's MIF fund and returning 20% of these funds to DEED while the City retained 80% for a future project of the EDA/or other loan funding opportunities with flexible funding criteria. Funds generated from EDA projects deposited here (e.g. Adams Street).*
- **Fund 202 (Fed CDBG)** no change.
- **Fund 203 (ED)** there is a **increase** from loan repayments into this fund.
- **Fund 206 (Revolved Phase 3 SCDP loan repayments)** there is an **increase** in Fund 206 due to monthly loan repayments.

LOAN STATUS

The loan sheet was reviewed for 2022 new year and paid off 2021 loans were removed from this list which included Bergquist Imports, Daugherty Appliance, and E-Logger/Synapp North. The total outstanding loan balance for City funds is \$265,645.98 (8 business loans, 7 residential small cities projects) with monthly repayments of \$4,188.63. This month loan wires were not received from the Entrepreneur Fund covid loans and they are in the process of providing those wires. Loan payments were received late from two residential loans (now paid).



Community Development Department
101 14th ST • Cloquet MN 55720
Phone: 218-879-2507 • Fax: 218-879-6555

Policy Objectives

As a standalone EDA, the monthly financial statements must be reviewed and approved by the EDA.

Financial Impacts

None at this time.

Staff Recommendation

Staff recommends that the EDA move to approve the January 2022 EDA financial statements.

Supporting Documentation

- January 2022 Cash Balances; January 2022 Loan Balances

**City of Cloquet
Cash Balances
January 2022**

		<u>Current Month</u>	<u>Previous Month</u>
201	LDO Loan (EDA) - Loan	\$836,648.05 1	\$835,230.64
201	LDO Loan (EDA) - Project/Loan	\$139,006.21	\$139,006.21
202	Federal CDBG Loan (EDA)	\$596,455.54	\$596,455.54
203	Economic Development Loan (City)	\$301,988.98 1	\$301,030.09
206	Revolving SCDP	\$68,009.46 1	\$67,339.63
206 Commercial Grant Awards:		<u>\$1,942,108.24</u>	<u>\$1,939,062.11</u>

A. \$10,000 *Northeastern, 115 St. Louis Avenue (awnings) - PAID*

B. \$10,000 *Shooting Stars Annex, 1404 Cloquet Avenue (exterior rehabilitation) - PAID*

C. \$10,000 *Neighborhood Church of Cloquet, 612 Cloquet Avenue (re-roof) - PAID*

D. \$4,359.46 *Former Labor Temple, 1403 Avenue C (awnings/doors) - PAID*

E. \$10,000 *Paradigm Therapy, 1102 Cloquet Avenue (storefront windows, side door on 11th Street)*

F. \$10,000 *Split Rock Financial (Historic City Hall) 105 Arch ST (exterior wood trim painting and brick tuck pointing)*

G. \$10,000 *Angel Nails/Northern Health Filtration at 1201 Cloquet Avenue (12th Street exterior siding)*

H. \$10,000 *Medicine Shoppe 1208 Cloquet Avenue (awnings and doors)*

I. \$10,000 *Northern Printery 206 Avenue C (windows and exterior brick repair)*

J. \$10,000 *128 Avenue C (roofing)*

K. \$10,000 *HOLD for potential West End Brewery Project*

Monthly change explanations:

1 - Loan repayments

**Community Development
Loan Balances
January 2022**

Loan	Loan Date	%	Loan Amount	Monthly Payment	Maturity Date	Balance	*Exp. UCC or FF
Fund 201 from 202 (EDA)							
GCL Development Group LLC	6/12/2020	2.25%	\$ 75,000.00	\$ 388.36	7/1/2040	\$ 70,275.86	
North Country Dental LLC	8/3/2020	2%	\$ 20,000.00	\$ 390.79	7/1/2025	\$ 16,202.56	No January payment
Pine & Pearls, LLC	7/21/2021	2%	\$ 70,000.00	\$ 362.47	7/21/1941	\$ 68,039.25	
Radoush Holdings LLC	10/13/2017	3.25%	\$ 10,475.00	\$ 139.59	11/15/2024	\$ 4,401.01	
WebMed, LLC	12/11/2020	2%	\$ 20,000.00	\$ 391.56	12/15/2025	\$ 18,047.74	No January payment
				Fund 201		\$ 1,672.77	
						\$ 176,966.42	
Fund 201 from 204 (EDA)							
Pioneer Recovery	6/21/2013	2.25%	\$ 95,500.00	\$ 889.46	7/15/2023	\$ 4,928.62	8/2/2023
				Fund 201		\$ 889.46	
						\$ 4,928.62	
Fund 203 (City)							
Wood City Lights	4/1/2014	3%	\$ 54,050.00	\$ 360.40	4/1/2029	\$ 29,249.67	
				Fund 203		\$ 360.40	
						\$ 29,249.67	
Fund 203 from Fund 207 (City)							
CMW Retail Properties	7/1/2012	1%	\$ 100,000.00	\$ 598.49	8/1/2027	\$ 38,418.72	6/25/2022
				Fund 203		\$ 598.49	
						\$ 38,418.72	
Fund 206 from 208 (EDA)							
Janet Chalberg	8/23/2016	3%	\$ 7,017.00	\$ 92.72	8/23/2023	\$ 1,982.31	
Diane Mullen	7/17/2017	3%	\$ 6,274.00	\$ 87.62	2/17/2024	\$ 2,028.29	
Mark & Rebecca Lambert	12/15/2016	3%	\$ 7,395.00	\$ 97.67	12/15/2023	\$ 2,537.43	January payment made on Feb. 4
Jamie Lund	12/15/2016	3%	\$ 7,500.00	\$ 99.10	12/15/2023	\$ 2,302.54	No January payment
Billy Joe Wise	8/11/2017	3%	\$ 7,493.00	\$ 99.01	9/11/2024	\$ 3,223.30	
Tammy Randa	9/13/2017	3%	\$ 7,024.00	\$ 92.81	10/13/2024	\$ 2,850.81	
Donna Trettel	9/29/2017	3%	\$ 7,461.00	\$ 98.58	10/29/2024	\$ 672.01	
				Fund 208		\$ 667.51	
						\$ 15,596.69	
Total Community Development Loans Outstanding					\$ 4,188.63	\$ 265,160.12	

Notes:

* - Can re-file continuation within 6 months of expiration.



Community Development Department
101 14th ST • Cloquet MN 55720
Phone: 218-879-2507 • Fax: 218-879-6555

To: City of Cloquet Economic Development Authority (EDA)
From: Holly Hansen, Community Development Director
Date: February 14, 2022

ITEM DESCRIPTION: Revolved SCDP Grant Request – 901 Cloquet Avenue, Northern Lights Community Action

EDA Requested Action

The EDA is asked to approve a Small Cities Development Program grant for 901 Cloquet Avenue, for Northern Lights Community Action. The EDA has been providing revolved SCDP grant funds out for \$10,000 until expended. The EDA has \$5,600 in funding remaining which has been requested for new windows for climate control and energy efficiency. The building owner will provide a 30% match to the EDA’s grant.

Policy Objectives

The business owner opened a thrift store in July 2021 and fully occupies the building. This downtown building and proposed improvements meets the grant criteria for the Cloquet Revolved Small Cities grant funding. All SCDP projects require SHPO review with buildings of a specific age.

The balance of Fund 206 is derived from seven residential SCDP loan projects with monthly repayments. At the closure of the original SCDP project in December 2017,

loan repayments were identified to be directed to commercial projects, consistent with past City practice, and are being granted to commercial buildings within the original grant’s adopted downtown blight area.



901 Cloquet Avenue.

Financial Impacts

There is only \$5,600 in remaining grant funding available. The cash balance of Fund 206 as of January 2022 is \$68,009.46, with outstanding repayments of \$15,595.69 from seven residential loans with repayments coming in through 2024. Per standard DEED guidance and adopted



contract with Carlton County, 15% is charged for grant administration paperwork and the EDA derives administration funding from Fund 202 (federal CDBG) to pay the County for administration.

Thus far, EDA Commercial Grant Awards from Fund 206:

- A. \$10,000 **Northeastern**, 115 St. Louis Avenue (awnings)—**PAID**
- B. \$10,000 **Shooting Stars Annex**, 1404 Cloquet Avenue (exterior rehabilitation)—**PAID**
- C. \$10,000 **Neighborhood Church of Cloquet**, 612 Cloquet Avenue (reroof)—**PAID**
- D. \$10,000 **GCL Development Group/Former Labor Temple**, 1403 Avenue C (awnings/doors)—**PAID**
- E. \$10,000 **GMP/ Paradigm Therapy** 1102 Cloquet Avenue (storefront windows, 11th ST door)
- F. \$10,000 **KMA Properties LLC/Split Rock Financial** 105 Arch Street (exterior wood trim painting and brick tuck pointing)
- G. \$10,000 **Flynn/Angel Nails/Northland Health Filtration** 1201 Cloquet Avenue (12th Street exterior siding)
- H. \$10,000 **Gust/Medicine Shoppe** 1208 Cloquet Avenue (front/rear awnings)
- I. \$10,000 **Luke/Northern Printery** 206 Avenue C (exterior brick repair/windows)
- J. \$10,000 128 Avenue C, North Harbor LLC**
- K. \$10,000 **HOLD** for potential West End Brewery Project
- L. \$5,600 remaining (underspent funding award by one grantee)

FUND 206 FULLY ALLOCATED

Staff Recommendation

The goal of this project is to repair and maintain existing building and qualifies for the proposed funding, which is available on a project basis, first come first served based on cash balances. This project is contingent on final closing and registration for business DUNS number. If a project listed above does not proceed to completion or if additional funds remain to provide this applicant the full \$10,000 the EDA can revisit this in the future.

Supporting Documentation

- Fund 206 Criteria

Cloquet Small Cities Development Program 2019 **Commercial Rehabilitation Fact Sheet**

The City of Cloquet previously received grant funds for owners interested in improving their commercial buildings from the Minnesota Department of Employment and Economic Development Small Cities Development Program (SCDP).

- This assistance to owners is in the form of a deferred 7-year loan, which must be matched with other funds to complete the project. The SCDP loan requires no repayment after the 7 year term. The match of funds must be 30% of the total cost of improvements, or at least equal to the amount of the SCDP loan. SCDP funds will only pay for 70% of the total cost of improvements.
- The grant amount threshold is **\$10,000** per property (plus the 30% owner match).
- The SCDP loan is repaid to the city if the property is sold; title is transferred, or conveyed within 7 years of the loan closing. The obligation to repay is reduced by one-seventh of the original loan amount after each of the years. If after 7 years the property is still owned by the borrower, or the building is occupied by the same business, the loan is completely forgiven.

To qualify:

- Building must be in the City of Cloquet SCDP Target Area and zoned as commercial property.
- You must be an owner/occupant or owner with a rental occupant of a building used for commercial purposes, either free of debt, through a mortgage or recorded Contract for Deed. *If you are buying the property on a Contract for Deed, the holder of the contract must sign off on the loan as well. The mortgage, property taxes and utilities must be current and proof of property insurance is required to be approved.
- The building must have an active and bona fide business.
- Davis-Bacon federal wage rates (or prevailing wage rates) apply to all work completed with SCDP funds.

The following improvements qualify under the SCDP:

- Exterior repairs/improvements (roofs, windows, doors, signage, awnings)
- Code violation corrections (handrails, exit signs, health and safety issues)
- Energy improvements
- Ramps and bathroom accessibility conversions.

Required:

- The City of Cloquet enforces the State Building Code. A building permit will be required from the City along with inspections. The City has agreed to waive fees associated with building permits for approved SCDP projects. Questions? Call the Cloquet Community Development Department (218) 879-2507.
- Work must be done by licensed and insured contractors.
- No early work starts are allowed, approved projects must have a Proceed to Work Order from Carlton County.

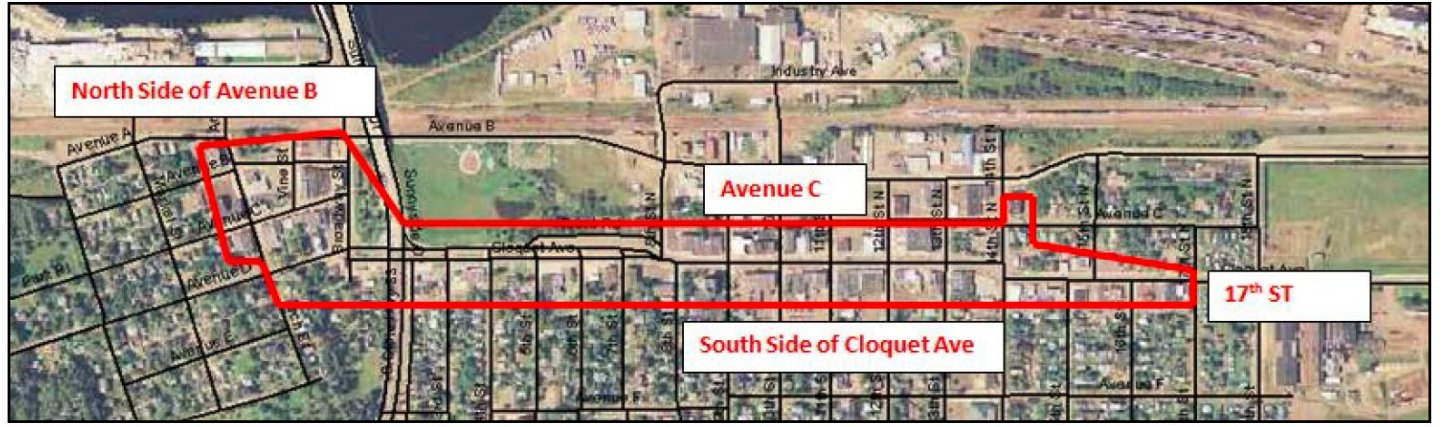
Need more work done than this program covers? Contact your local bank or other gap loans:

- **Cloquet EDA** at (218) 879-2507 x4
- **Carlton County EDA** (218) 384-9564

If you are interested in being eligible to be selected for a project/eligibility approval, contact the City of Cloquet, if you are selected for a grant you will complete an application and send that to:

Carlton County Economic Development
218-384-9564 P.O. Box 607 Carlton, MN 55718
www.carltoncountyed.com

COMMERCIAL Cloquet Target Area



WEST END CLOQUET – COMMERCIAL TARGET AREA



DUNLAP ISLAND - COMMERCIAL TARGET AREA INSET



Restoring vibrancy to our West End Business District & historic riverfront roots.



Community Development Department
101 14th ST • Cloquet MN 55720
Phone: 218-879-2507 • Fax: 218-879-6555

To: City of Cloquet Economic Development Authority (EDA)
From: Holly Hansen, Community Development Director
Date: February 17, 2022

ITEM DESCRIPTION: 2022 MN MAIN STREET MEMBERSHIP: NETWORK

EDA Requested Action

The EDA is asked to consider the opportunity to join Minnesota Main Street. The first three years are free for a Network member, with annual fees afterwards of \$250.

Background

After being a recent awardee of \$25,000 in grant funding for the Artists on Mainstreet project in Cloquet's Historic West End Business District, staff from Rethos recently inquired if Cloquet would like to join at the basic "Network" membership level. Benefits include being networked into the organization with information, up to \$50 in staff consultation, and discounted training fees held by Rethos.

Policy Objectives

Downtown Revitalization is an identified Cloquet EDA 2022 goal with the strategy to increase the number and variety of restaurants, breweries/cideries/taprooms etc., retail, office, commercial, and housing mixed-use destinations to maintain Downtown as a vibrant destination and place of commerce. Work to implement the 2017 Downtown Cloquet Revitalization Strategy with detailed recommendations for the Cloquet Avenue and Historic West End Districts.

Implementation Steps:

1. *Continue the West End Flourish Artist on Mainstreet Grant Program.*
2. *Complete final application to DEED for West End street lighting.*
3. *Assist with real estate inquiries on downtown buildings and city programs.*
4. *Consider a Small Cities application to DEED for additional funding.*
5. *Assist distressed properties with program opportunities and engage potential developers, e.g. Solem Hotel 2022.*
6. *Improve downtown district aesthetics and connectivity to natural/recreational/historic/cultural/diversity amenities. Leverage and build upon completed Parks and Riverfront aesthetic and streetscaping investments bringing traffic past the West End and continue riverfront trail planning.*
7. *Consider a Downtown Business Committee.*



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Financial Impacts

There is no fee for the first three years of Network membership and there is an annual fee of \$250 after three years. Requirements include annual reporting on Downtown Cloquet and Annual attendance in one training, webinar, or meeting of Rethos.

Staff Recommendation

Since there is no fee for the first three years there is value to exploring involvement/membership with the organization.

Supporting Documentation

- 2022 MN Main Street Membership Requirements / Benefits
- 2022 Network Community Application



2022 MN Main Street Membership Requirements

	Cost	Reporting	Main Street Basic Training	Attendance
Designated: MSA Accredited	\$2,500	Quarterly	In-Person & On-Demand	Quarterly
Designated	\$2,500	Quarterly	In-Person & On-Demand	Quarterly
Affiliate	\$500	Annually	On-Demand	Annually
Network	Years 1- 3 Free Years 3+ \$250	Annually	No Requirement	Annually



Minnesota Main Streets by Rethos is recognized by Main Street America™ as the official statewide coordinating program in Minnesota. This project has been financed in part with funds provided by the State of Minnesota from the Arts and Cultural Heritage Fund through the Minnesota Historical Society.



2022 MN Main Street Membership Benefits

	Design Consultation Services	Project Assistance	Rethos Staff Consultation	Training Fees	Community Orientation	Main Street NOW Scholarship	Annual Visits
Designated: MSA Accredited	Yes	Yes	Up to \$1000 value	Free/Deeply Discounted	On joining & every 5 years	One Registration, no travel \$	Required at no cost
Designated	Yes	Yes	Up to \$1000 value	Free/Deeply Discounted	On joining & every 5 Years	One Registration, no travel \$	Required at no cost
Affiliate	Competitive Application	Competitive Application	Up to \$250 value	Discounted	On joining & every 5 Years	Competitive Application	Fee Based
Network	No	No	Up to \$50 value	Discounted	None	None	Fee Based



2022 Network Community Application

COMMUNITY INFORMATION

Downtown or Neighborhood District Name:
Contact Name:
Contact Title:
Contact Organization:
Organization Website:
Telephone #:
Email:
Street Address:
City, State, Zip:
County:
Community Population:

BUSINESS DISTRICT INFORMATION

Please fill out the below statistics to the best of your ability. We'll ask you to track these data points once each year to help track revitalization efforts in your downtown or district.

Total # of commercial spaces in the downtown or district:	
Total # of businesses in the downtown or district:	
# of Storefronts:	# of Vacant Storefronts:
# of Apartments:	# of Hotels:
# of Annual Events in District (shopping, community festivals, etc.):	
Is your district on the National Register of Historic Places? Yes <input type="checkbox"/> No <input type="checkbox"/>	

ORGANIZATION DESCRIPTION

The information below is not about the overarching entity filling out the application (ex: a Chamber of Commerce, Government Office, or CVB).

Does the application have a committee, task force, or organization that focuses on the designated area:
 Yes No

If Yes, list the name of the entity:	
If Yes, list the annual operating budget:	\$

SUPPORTING DOCUMENTS

If your community has one or more of the following documents please send them via e-mail as an attachment to kelly@rethos.org:

1. A downtown district map, in PDF format, indicating boundaries.
2. List of names, titles/roles and contact information (phone, email) for five individuals who plan to participate in program activities.
3. Documentation of municipal support for the program in the form of resolution or signed letter of recommendation.

PARTICIPATION & REPORTING REQUIREMENTS

Once accepted, Network Communities will be able to renew their contract annually provided that the following conditions have been met:

1. Community had representation in a minimum of one program activity (workshop, webinar, regional meeting, etc.).
2. Community pays the \$250 annual fee if membership in the Network program has exceeded three years. The \$250 fee is waived if community is in the first three years of membership.
3. Community completes annual survey (including information about new and expanding businesses, additional jobs, private and public investment in the downtown district, as well as volunteer hours contributed as part of the program).
4. Community has submitted all forms from any competitive grant, design consultation, or staff support services they have received in the previous year.

I/we the undersigned certify that the information in this application is accurate.

Name:

Title:

Signature:

Date:

Name:

Title:

Signature:

Date:

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