

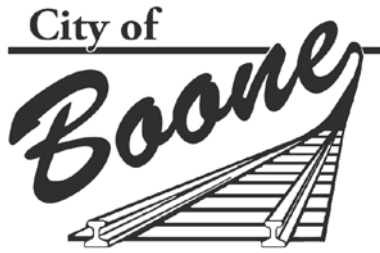
Economic Development Committee

Date of Meeting: June 5, 2023

Time of Meeting: 5:00 P.M.

Place of Meeting: City Council Chambers
(923 8th Street, Second Floor)

1. Call to Order.
2. Approve Minutes from the May 15, 2023 Meeting.
3. Review 1608 South Story Street Demolition Agreement/Resolution.
4. Review Policies and Procedures for Art Advisory Board.
5. Other Business.
6. Adjourn.



Economic Development Committee

Date of Meeting: May 15, 2023

Time of Meeting: 4:00 P.M.

Place of Meeting: City Council Chambers
(923 8th Street, Second Floor)

1. Call to Order.

Present: Moorman, Byrd, (third seat vacant).

Others present: Skare, Elmquist, Ades, and Brenda Dryer.

2. Approve Minutes from the December 5, December 9, December 29, 2022 and April 12, 2023 Meetings.

Byrd moved; Moorman seconded to approve the minutes from the December 5th, December 9th, December 29th, and April 12, 2023 meetings. Ayes: all those in attendance. Nays: none.

3. Review and Score Home Improvement Grant Applications.

Dryer advised that the City received twenty-one (21) Home Improvement Grant Applications, of the twenty-one (21) there were several that were disqualified: five (5) came in after the May 1, 2023 deadline, one (1) application was incomplete and the missing information was requested but never received, one (1) the project was already complete, and one (1) exceeded the income requirement.

Dryer briefed the Committee on how she pre-scored the remaining applications based on the application being submitted by the deadline, ability to complete the project by June 30, 2023, income level, and matching funds from the applicant. Dryer then requested the Committee to score the applications based on the safety aspect of the project. Dryer advised that at this point no financial documentation has been submitted, but will be required for validation.

Robbins joined the meeting at 4:52p.m.

Moorman moved; Byrd seconded to recommend awarding grants to the following applicants: #2, #3, #4, #5, #6, #7, #8, #9, #10, #11, and #13, with a total of \$89,994.49 being awarded, pending final financial documentation being received. Ayes: all those in attendance. Nays: none.

4. Review of a Townhome Project Seeking State of Iowa Incentives.

Dryer advised that we have received a proposal from a developer to build four (4) duplexes for a total of eight (8) townhomes, on an infill lot at West 8th and Ringgold Street. Dryer stated that this will be Boone's first Workforce Housing Tax Credit Application and she will be collecting Letters of support, as well as, a resolution of

support from the City. Skare advised that this was a property that was on the City of Boone's demolition list, when the current owners gained ownership and handled the demolition on their own. Ades discussed the possible variances that will be required based on the proposed site plan.

Josh and Heidi Walters, developers of the property, joined the meeting at 5:35 p.m. and presented proposed drawings of the four (4) bedroom, three (3) baths, 2,400 sq. ft. townhomes. Townhomes will have full basements and construction is set to begin in September.

5. Discuss Possible Changes to the Boone Downtown Incentive Fund (BDIF) Program.

Skare reported that part of the Downtown Assessment was a recommendation to allow for funding specific to signs and awnings.

Byrd moved; Moorman seconded to recommend approving changes to Boone Downtown Incentive Fund (BDIF) to include funding specific to signs and awnings that would allow covering up to 50% of the cost at a maximum of \$10,000.00.

6. Other Business

7. Adjourn.

With no further business to come before the Committee the meeting adjourned at 5:45 p.m.

AGREEMENT

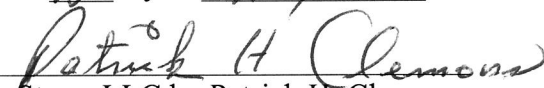
The City of Boone, Iowa and 1608 S. Story, LLC by Patrick H. Clemons, do hereby agree as follows:

1. 1608 S. Story, LLC is the owner of the property located at 1608 S. Story, Boone, IA., and legally described as:

Lots Ten (10) and Eleven (11) in Timberlane Third Addition to the City of Boone, Iowa.

2. The City of Boone and 1608 S. Story, LLC agree that:
 - a. The primary structure located on the above property shall be demolished pursuant to the Boone City Code by the City of Boone. This demolition shall occur at such time as the parties may agree.
 - b. 1608 S. Story, LLC consents to the above demolition and the City of Boone accepts the responsibility to see that it is done.
 - c. The cost for the demolition, which will include asbestos removal and any connected cost to the demolition, shall be paid by the City of Boone and 1608 S. Story, LLC shall pay 75% of the cost to the City of Boone within thirty (30) days of the project being completed. The remaining 25% would be paid by the city. If not paid within the thirty (30) days the total cost (100%) shall be entered as a Special Assessment against the property.
 - d. 1608 S. Story, LLC shall complete the following within thirty (30) months of the date of this agreement:
 1. Develop the above property by constructing thereon commercial structure or structures.
 2. Comply with the requirements of the City of Boone concerning approval of the site plan.
 - e. Should 1608 S. Story, LLC fail to comply with the above provisions it shall be notified in writing by the City of Boone of the noncompliance and shall have thirty (30) days thereafter to reimburse the City of Boone for the 25% that it paid. If 1608 S Story, LLC fails to timely pay that amount it will be assessed against the property.
 - f. The costs shared shall include whatever the city incurs to demolish the property.

Dated this 15 day of MAY, 2023.



1608 S. Story, LLC by Patrick H. Clemons

William J. Skare, Boone City Adm.

**CITY COUNCIL
CITY OF BOONE, IOWA**

RESOLUTION NO.
RESOLUTION AUTHORIZATION THE EXECUTION OF A DEMOLITION
AGREEMENT BETWEEN THE CITY OF BOONE AND 1608 S STORY, LLC BY
PATRICK H. CLEMONS

WHEREAS, 1608 S. Story, LLC is the owner of the property legally described as:

Lots Ten (10) and Eleven (11) in Timberlane Third Addition to the City of Boone, Iowa.

WHEREAS, 1608 S. Story, LLC is interested in the demolition of the primary structure located at 1608 South Story Street, Boone, Iowa; and

WHEREAS, 1608 S. Story, LLC agrees to complete the following within thirty (30) months of the date of this agreement:

- 1) Develop the above property by constructing thereon commercial structure or structures.
- 2) Comply with the requirements of the City of Boone concerning approval of the site plan.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE
CITY OF BOONE, IOWA:

Section 1: That 1608 South Story Street, Boone, Iowa falls under the Urban Renewal definition for slum and blight and should be demolished to enhance the business district and for future economic development purpose.

Section 2: That William Skare, City Administrator, is hereby authorized to enter into an agreement with 1608 S. Story Street, LLC by Patrick H. Clemons.

Section 3: That the City of Boone shall be responsible for demolishing the primary structure located at 1608 South Story Street, Boone, Iowa.

Section 4: That the demolition shall be paid by the City of Boone, with 1608 S. Story, LLC reimbursing the City 75% of the total cost within thirty (30) days of the project being completed.

Section 5: That if 1608 S. Story, LLC fails to comply with said terms, the City of Boone shall notify the LLC of the noncompliance and they shall have thirty (30) days thereafter to reimburse the City of Boone for the additional 25% that the City covered.

PASSED THIS 5th day of June, 2023.

AYES (A), NAYES (N), ABSENT (X), ABSTAIN (/):

Cory Henson
Kyle Angstrom
Terry Moorman

David Byrd
Linda Williamson

Elijah Stines
Kole Hilsabeck

Mayor
City of Boone

Clerk
City of Boone

BOONE ARTS ADVISORY BOARD

Events, Projects, Exhibits and Workshops

POLICY

PURPOSE

The Boone Arts Advisory Board may host a variety of events, projects, exhibits and workshops, as needed, and as funding allows, for the sole purpose to promote the arts within the City of Boone, showcasing one or more of the areas of art as listed below:

MISSION STATEMENT

The Boone Arts Advisory Board's mission is to discover, nurture and promote the artists within our community by providing a diverse cultural experience through the different spectrums of art.

DESCRIPTIONS - AREAS OF ARTS

Performing Arts are described as, but not limited to, Dance, Music, Theater, Cinema, and Mime.

Visual Arts are described as, but not limited to, Painting, Photography, Fine Art, Digital Art, Illustration, Architecture, and Sculpture.

Literary Arts are described as, but not limited to, Poetry, Fiction, Non Fiction, Prose and Drama.

Ancient Crafts are described as, but not limited to, Pottery, Weaving, Needlework, Paper Making, Calligraphy, Woodworking, and Metalworking.

DEFINITIONS

Art Event

An art event or festival is defined as a celebration of both art and artists, and is often used to promote art among the masses.

Community Art Projects

Community art is defined as artistic activity that is based in a community setting, characterized by interaction or dialogue with the community and often involving a professional artist collaborating with people who may not otherwise engage in the arts.

Art Exhibits

Art exhibits represent the gathering of art objects into a space for a temporary event. The exhibition or show may include work by a single artist, art works on a

single topic or theme, from a specific era, in a defined medium, from a defined geographic region, or a combination of all of these.

Art Workshops

Workshops are the private workshop or studio of a professional artist in any area of art or craftsmanship, where a principal master and a number of assistants, students, and apprentices can work together producing works of art.

REQUIREMENTS

Events, Projects, Exhibits and Workshops shall follow the Boone Arts Advisory Board By-Laws with the sole purpose to discover, nurture and promote the arts within the City of Boone.

ARTS BOARD SPONSORSHIPS

A *Sponsorship* is defined as *financial support to an entity* that meets the Boone Arts Advisory Board's mission.

ARTS BOARD COLLABORATIONS

A *Collaboration* is defined by *the action of working with another to produce or create something* whose purpose is to promote the arts.

ARTS BOARD EVENTS, PROJECTS, EXHIBITS & WORKSHOPS

All Events, Projects, Exhibits and Workshops created, funded and planned by the Boone Arts Board shall be defined as *hosted by*.

All Events, Projects, Exhibits and Workshops require the following:

- Must be held in the city limits of Boone, Iowa
- Must be approved by the Boone Arts Advisory Board
- Must follow the Boone Arts Advisory Board Bylaws [Article V]
- Funding may include other sources such as sponsorships, contributions and grants
- Be acknowledged on all materials with the support of or sponsored by the ***“City of Boone’s Arts Advisory Board.”***

Public Art

Public Art is described as art in a public space and may be temporary or permanent. Public Art refers to projects that may be conceived by individuals, a group of residents or local government.

All Public Art should follow the City of Boone’s Public Art Policy.

CITY OF BOONE PUBLIC ART POLICY

REVISED May 1, 2023

Whereas public art provokes thought, fosters dialogue, and promotes insight and understanding, thereby encouraging the civic virtues upon which republican government depends;

Whereas the display of art enhances the beauty of public spaces;

Whereas public art promotes tourism and economic growth;

Whereas the City of Boone has a substantial and important interest in maintaining the City of Boone's buildings, grounds and parks in an attractive and intact condition;

Whereas City of Boone also has a substantial and important interest in ensuring that the City of Boone's buildings, grounds and parks remain accessible to the public;

Whereas the placement of dangerous or unsafe works of art, or their unsafe or improper installation, in the City of Boone's buildings, grounds and parks could endanger the safety of both City employees and visitors and expose the City to increased liability; and

Whereas the placement of unsolicited works of art in City buildings, grounds and parks could hinder the public's access to City offices, or public meetings and events;

Therefore, the Boone City Council hereby adopts the following policy for the placement of public art in the City of Boone's buildings, grounds and parks:

1. The purpose of this policy to ensure that the City of Boone's buildings, grounds and parks are preserved in an attractive and intact condition, to guarantee that the City of Boone's buildings, grounds and parks remain accessible to the public, and to protect the safety of City employees and visitors, while allowing for the display of public art in the City of Boone's buildings, grounds and parks;
2. As used herein, "placement" and "work of art" are defined as follows:
 - a. Placement – the "placement" of a work of art refers to its physical attachment or affixation to the City of Boone's buildings, grounds and parks, including its affixation to the ground or floor by means of the weight of the work of art itself;
 - b. Work of art – a "work of art" refers to a tangible product of the fine arts, including paintings, portraits, photographs, mural decorations, statues, busts, sculptures, plaques, and other ornaments, intended for temporary or permanent public display for a decorative or commemorative purpose;
3. Except as provided herein, beginning on June 1, 2023 the placement of a work of art in the City of Boone's buildings, grounds and parks is prohibited unless the work of art has been solicited and approved by the Boone City Council;
4. Any work of art solicited by the City Council for placement in the City of Boone's buildings, grounds and parks shall be solicited pursuant to a resolution passed by the City Council identifying the message the City Council wishes to convey through the work of art;
5. Any work of art solicited by the City Council must be approved by the City Council prior to its placement in the City of Boone's buildings, grounds and parks by a separate resolution expressly affirming that the work of art conveys the City Council's intended message;
6. At all times, the City Council shall maintain editorial control over works of art placed in the City of Boone's buildings, grounds and parks;
7. Those using this policy are encouraged to work with the City of Boone's Arts Board, as well.

BOONE ARTS ADVISORY BOARD BYLAWS

ARTICLE I: NAME

Under Ordinance Number 2273, the Boone City Council, Boone, Iowa established the “Boone Arts Advisory Board” on January 17, 2022.

ARTICLE II: PURPOSE

The Boone Arts Advisory Board is a City agency that stimulates and encourages the creation, performance, and appreciation of the arts within the City of Boone, Iowa.

MISSION STATEMENT:

The Boone Arts Advisory Board’s mission is to discover, nurture and promote the artists within our community by providing a diverse cultural experience through the different spectrums of art.

The Boone Arts Advisory Board serves our community by:

Building Legacy

The Arts enrich our community and contribute to a desirable quality of life, creating a successful, dynamic, attractive place to live, work and visit and are essential to education and life-long learning by fostering imagination, innovation and critical thinking skills.

Driving Economics

The Arts create jobs and produce tax revenue, stimulate business activity, and attract tourism as well as families and individuals interested in living in an arts-rich community.

Providing Opportunity

The Arts engage citizens and provide opportunities striving to:

- Showcase local and regional artists and artistic talent
- Expand public awareness of arts-related opportunities and accessibility
- Offer a forum for involvement in the arts through public discussion and discourse

ARTICLE III: ORGANIZATION

The Boone Arts Advisory Board shall comply with these bylaws in accordance with the Boone Municipal Code **Chapter 33, “Arts Advisory Board to the City of Boone.”**

Board Member Qualifications

The Boone Arts Advisory Board membership should reflect a broad range of arts-related interests, including, but not limited to, visual arts, performance arts, literature and spoken arts, practicing artists, organizations that support and further the arts in the City of Boone, and passionate community members at large.

Membership of Advisory Board

The Boone Arts Advisory Board shall comply with the Boone Municipal Code Chapter 33.02.

Organization of Advisory Board

The Boone Arts Advisory Board shall comply with the Boone Municipal Code Chapter 33.03.

Officers of Advisory Board

The Boone Arts Advisory Board shall comply with the Boone Municipal Code Chapter 33.04.

Subcommittee Structure

[Boone Municipal Code 33.05] The Board may create subcommittees to assist it in its duties. However, subcommittees may not assume primary advisory board responsibilities. All ultimate recommendations for approval and actual funding must come from the entire Board and not a subcommittee.

The Arts Advisory Board may designate and appoint members to subcommittees, each of which shall consist of one or more Arts Advisory Board Member on the Sub-committee.

Sub-Committees may not act on behalf of the Arts Advisory Board nor bind it to any action, but may make recommendations to the Board.

Sub-Committee chairs are appointed by the Arts Advisory Board Chair and approved by the Arts Advisory Board Directors.

Sub-Committees are required to maintain Minutes of meetings and submit a monthly report to the Arts Advisory Board.

Any Sub-Committee member anticipating an absence from a meeting should notify the Chair of that Committee in advance of that meeting.

The Arts Advisory Board Chair shall inform the Mayor of any designated or appointed members to all sub-committee(s).

Conflict of Interest:

Arts Board Membership shall not be related to the Mayor, or any member of the City Council.

If any member has a conflict of interest or an appearance of fairness issue with a matter before the board the member shall not participate in the deliberations or the decision-making process with respect to that matter.

Vacancies

All vacancies in the membership of the Arts Advisory Board, whether by resignation, death or otherwise, will be filled by the Mayor with recommendation by the remaining Arts Advisory Board members and approved by the City Council, The appointed member will fulfill the remaining term limits of the vacated position.

Removal of Members

An Arts Board Member may be removed at any time, with cause, by the Mayor, confirmed by the City Council.

Attendance

Any member anticipating an absence from a meeting should notify the Chair in advance of that meeting.

[33:03.2] An Arts Board Member shall be deemed to have vacated their term if they move outside the city limits or are absent from three (3) consecutive regular meetings of the Board, except in the case of sickness.

The Arts Advisory Board may notify the Mayor of its recommendations to seek a replacement for that position and unexpired term.

Remuneration/Disbursement

[33:02] All Arts Board Members serve voluntarily and without compensation and shall be bona fide citizens and residents of the City of Boone

ARTICLE IV: MEETINGS

The Boone Arts Advisory Board meets once a month in a location to be selected by the Board on a mutually-agreed upon date. All meetings shall follow Chapter 21, "Official Meetings Open to the Public"

All meetings of the Arts Advisory board are subject to [Chapter 21] Official Meetings Open to the Public where a majority (a quorum) meets and discuss city business.

All meetings and agenda, including date, time, and location, will be made available to the public by the City of Boone.

Conduct

Rules and regulations for the conduct of the board include:

The Secretary of the Arts Advisory Board shall keep minutes of all its meetings showing the date, time and place, the members present, and the action taken at each meeting. The minutes shall show the results of each vote taken and information sufficient to indicate the vote of each member present.

A majority of the members shall constitute a quorum for the transaction of business, and a majority of those present shall be necessary to carry any motion.

All members shall have one vote.

[33:07.7] The Arts Advisory Board activities and (city) facilities shall not be used for political purposes of any nature.

Participation

Meeting attendance and participation are allowed via teleconference with the link being provided on the agenda.

Arrangements to participate via telephone must be made in advance with notification to the Chair or Board secretary no later than five days prior to the scheduled meeting.

Agenda item requests may be submitted to the Board Chair up to one week prior to the monthly meeting.

Dissension

A Board Member who is present at a meeting at which action on a matter is taken shall be presumed to have assented to such action unless his/her dissent shall be entered in the minutes of the meeting, or unless he/she shall file his written dissent to such action with the secretary of the meeting, before the adjournment thereof, or shall forward such dissent by registered mail to the secretary immediately after the adjournment of the meeting. Such right to dissent shall not apply to a board member who voted in favor of such action.

Special Meetings

Special meetings of the Arts Advisory Board or any committee designated and appointed by the Arts Advisory Board may be called by or at the written request of the Chair or by quorum of the board, or, in the case of a committee meeting, by the chair of the committee, to be held at any reasonable and suitable place the board may from time to time direct. Meeting notification shall be consistent with the City of Boone.

ARTICLE V: ADMINISTRATIVE AND FINANCIAL PROVISIONS

FINANCES

Revenue: Accounting procedures for all income, including public funds, grants, donations, or in-kind gifts shall adhere to the accounting policies of the City of Boone.

(a) The Arts Advisory Board is funded annually, in whole or in part, by the City of Boone. The Board will submit a proposed budget to the City including their requests for funding, including Grant requests, projected outsourced contributions and expected expenditures including, but not limited to, projects, events, workshops and operational expenses.

(b) **Funds:** Funds designated by the Arts Board for grants that are not distributed within a fiscal year shall be made available for use to promote the Arts through other venues, such as, Events, Projects, Exhibits and Workshops.

EXPENDITURES: All Expenditures must be approved by the Arts Advisory Board and processed as follows:

Expenses that are less than \$1,000, require approval by The Arts Advisory Board only

Expenses over \$1,000 require an estimated budget and approval by the Arts Advisory Board prior to submission to the Mayor and City Council.

Processing Expenses: Whenever possible, purchases will be billed directly to the City of Boone. The City will provide a pre-approved list of vendors that provide direct billing or invoicing to the City for the Arts Board use.

Reimbursable Expenses: Out of pocket expenses are deemed reimbursable when:

The Arts Advisory Board has approved the expense and deemed it necessary outside the scope of *Processing Expenses*.

The original receipt is filed properly on a form provided by the City of Boone.

Administrative

The central records of the Arts Advisory Board shall be kept in the City of Boone Administrative Offices including:

Current articles and bylaws; correct and adequate records of accounts and finances; a record of officers' and Arts Board Members' names and addresses; minutes of the proceedings of the Arts Board Members, and any minutes which may be maintained by a committee of the Arts Board; in addition to the records of accounts and finances.

Records are subject to public disclosure regulations.

Recommendation to the Mayor for alteration, amendment, or repeal of the bylaws requires a quorum vote at any regular meeting of the Arts Board, providing notification of such proposed revision has been made to Arts Board ten or more days prior to the meeting.

Information gathered in the course of doing business pertaining to names, addresses, and any other personal information shall not be used for any non-Arts Board related activities, nor disclosed to any other organization or entity, except under explicit Arts Board and individual permission, except as required by law.

ARTICLE VI: EVENTS, PROJECTS, EXHIBITS AND WORKSHOPS

The Boone Arts Advisory Board may host and/or sponsor Events, Projects, Exhibits and Workshops in accordance with the City of Boone's *Events, Projects, Exhibits and Workshops Policy* as filed with and approved by the City of Boone.

ARTICLE VII PUBLIC ART

The Boone Arts Advisory Board shall follow the City of Boone's *Public Art Policy* as filed with and approved by the City of Boone.

ARTICLE VIII: GRANTS

The Boone Arts Advisory Board shall offer grants to organizations, sole proprietors and individuals, who qualify, and shall follow Grant Guidelines and the City of Boone's Ordinance, Chapter 33:07 as filed with and approved by the City of Boone.