



Economic Development Committee

Date of Meeting: April 13, 2026

Time of Meeting: 5:00 P.M.

Place of Meeting: 615 Story Street, Boone, Iowa
(Rear Entrance in Alley) and City Council Chambers

1. Call to Order.
2. Final Boone Downtown Incentive Fund (BDIF) Walk-Through at 615 Story Street
– Kruck Plumbing and Heating.
3. Final Boone Downtown Incentive Fund (BDIF) Walk-Through at 807 Story Street
– Gemini Moon.
4. Approve Minutes from the January 19, 2026, and February 16, 2026, Meetings.
5. Update on the Boone Downtown Incentive Fund Grant for Logue Fabrication.
6. Discuss Amending the Boone Downtown Incentive Fund Guidelines.
7. Discuss the Arts Advisory Board Ordinance.
8. Other Business.
9. Adjourn.



Economic Development Committee

Date of Meeting: January 19, 2026

Time of Meeting: 4:30 P.M.

Place of Meeting: 1027 Marshall Street, Boone, Iowa

1. Call to Order.

Present: Moorman, Williamson, and Henson

Absent: None

Others present: Elmquist, Majors, Dryer, Jonathan Logue

2. Initial Boone Downtown Incentive Fund (BDIF) Walk-Through at 1027 Marshall Street. – Logue Fabrication.

Jonathan Logue of Logue Fabrication walked the Committee through his construction plans for the building located at 1027 Marshall Street. The proposed improvements include painting the building and installing new windows and doors.

Williamson moved; Henson seconded to award a BDIF Grant in the amount of 40% of the project estimate, contingent upon receipt of finalized estimates from Elite Construction. Ayes: all those in attendance. Nays: none.

3. Other Business.

4. Adjourn.

With no further business to come before the Committee the meeting was adjourned at 4:45 p.m.



Economic Development Committee

Date of Meeting: January 19, 2026

Time of Meeting: 5:15 P.M.

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

1. Call to Order.

Present: Moorman, Williamson, and Henson

Absent: None

Others present: Elmquist, Majors, Dryer, Montag, Andrews, Turbes, Ryan Germain, and Randall Shima

2. Approve Minutes from September 2, September 22, December 12, 2025, and January 5, 2026, meetings.

Henson moved; Williamson seconded to approve the minutes from the September 2, September 22, December 12, 2025, and January 5, 2026, meetings. Ayes: all those in attendance. Nays: none.

3. Development Plan Proposal. – Ryan Germain/Randall Shima.

Ryan Germain and Randall Shima stated that they have coordinated and partnered with Consolidated Home Services of Kansas City to develop Low-Income Housing Tax Credit (LIHTC) projects as co-developers. Shima noted that they have reviewed various available properties and have identified a potential site. Germain and Shima presented a couple concept options for mixed-income housing.

The Committee discussed the proposal being brought before the Planning and Zoning Committee, noting that the property would require rezoning and that Germain and Shima would not meet the March LIHTC application deadline, allowing additional time for further research and discussion.

4. Other Business.

5. Adjourn.

With no further business to come before the Committee the meeting was adjourned at 5:58 p.m.



Economic Development Committee

Date of Meeting: February 16, 2026

Time of Meeting: 4:30 P.M.

Place of Meeting: 710 Story Street, Boone, Iowa

1. Call to Order.

Present: Moorman, Williamson

Absent: Henson

Others present: Majors, Dryer, Holly Stecker, Courtney Sisson, Shayla and Rick Boss

2. Revitalize Boone Downtown Grant Initial Walk-Through at 710 Story Street – Shayla Boss.

Shayla and Rick Boss walked the Committee through the plans for a downtown coffee and creative gathering space, The Daily Boss, to showcase local artists and host community events at 710 Story Street. The funds would be used for flooring, lighting, equipment purchases, and painting.

Williamson moved; Moorman seconded to award a Revitalize Boone Downtown Incentive Fund Grant in an amount not to exceed \$5,000.00. Ayes: all those in attendance. Nays: none.

3. Other Business.

4. Adjourn.

With no further business to come before the Committee the meeting was adjourned at 4:49 p.m.

Boone Downtown Incentive Fund

Authorized by Resolution No. 2152

The goal of this program is to encourage remodeling and repair work on commercial buildings in the Downtown District consistent with proven Main Street practices, including those that retain unique historic elements and use brick/masonry materials. New construction is also eligible. The intent of the BDIF program is to improve and maintain the exterior façade of the existing structure; preserve the architectural integrity of the structure as it relates to the downtown; and stimulate economic development in the downtown area.

- **Maximum Total Funding Available per Project (including signs and awnings): \$30,000 grant**
- **For approved projects, the Incentive Fund will cover up to 40% of qualifying expenses with the exception of signs and awnings.**
- **Signs and Awnings: the Incentive Fund will cover up to 50% of qualifying expenses with a maximum of \$5,000 (Approved 7-17-2023 by City Council)**
- **The City has dedicated \$100,000 to this program. When the funds are expended the program will end, unless extended at that time.**

Qualifying improvements:

- Property must be located within the Central Business District as indicated on the attached map (Area identified as C-3 only) If the commercial property is not within the defined area identified as C-3 on the attached map that property is not eligible for this program.
- Façade improvements (removing contemporary materials). Façade improvements will receive higher priority. Eligible façade improvements must:
 - All projects facing a main street within the area must comply with the minimum brick/stone requirements as set forth in the current Boone Ordinances.
 - At a minimum the owner shall make every effort to match the existing architecture of the building including windows and facia.
 - Existing corrugated (extruded) metal panels are not an acceptable material and must be replaced with suitable exterior materials such as, but not limited to stone, brick, masonry or glass in order to qualify for this program.
 - Wooden “boxouts” for window replacement are not allowed.
- Roof repairs and replacements. In instances where facade improvements are part of the BDIF Grant application and there are grant funds remaining out of the maximum grant eligibility, the Economic Development Committee may extend the grant award to include roof repairs or replacement. In order to receive the grant funds, the façade improvements must be completed.
- A business/retail store must be located and operated at the property at the time of the BDIF Grant application. Said business must have posted hours and adequate signage as approved by the City of Boone and be visible to the public. A business/retail store is defined for purposes of this program as an office or retail space that maintains regular business hours meaning the

business is open at least 3 days per week and a minimum of 24 hours per week. Properties that only have tenant spaces such as apartment buildings and a “home” business do not qualify for this program. In addition the business, in compliance with current Boone City Ordinances, must occupy and use at least 50% of the area on the 1st floor. The business must be located at the front of the building. If the property is not occupied by a business/retail store at the time of the BDIF application the owner must establish, to the satisfaction of the Committee, that said space will be occupied by a business/retail store within six months of the completion of the project. If the owner does not fulfill this requirement than the owner agrees to repay the City of Boone all funds received and shall do so within thirty (30) days after being notified in writing by the City that the amount is due. However, the Committee has the sole discretion to waive the requirements set forth in this paragraph if they determine waiver to be appropriate as it relates to the business use of the building.

- Tax-exempt entities, whether operated by an organization or individual are not eligible for this program.
- Consultation with qualified structural engineer (owner pays 25%, BDIF pays 75%) *Architectural and Engineering Design Costs: the Incentive Fund will cover 75% of these costs when the project is completed. These costs are included as part of the maximum \$30,000 grant award.*

Funds will be awarded after the project is completed according to plan. Grant amounts are subject to available funds. Previous BDIF recipients are eligible to apply for projects. Boone wants to support your project in any way we can, so please do not hesitate to ask.

Application and Program Requirements:

1. Send a Letter of Intent to Participate to: Attention: BDIF, Boone City Hall, PO Box 550, Boone 50036. There is no deadline for submittal. Awards are granted on a case-by-case basis and are at the sole discretion of the Committee based upon the requirements set forth herein. *[Required for eligibility]*
2. Make an appointment to have the BDIF Committee visit your property to discuss your plans. *[Required for eligibility]*
3. Plan the details of the project using information from the BDIF Committee visit and your own design sketches as guidelines. Be sure to contact William Skare (515-432-4211 ext 1102) if you or your contractor has questions.
4. Compute the estimated cost of the project. *[Required for eligibility]*
5. Complete the application form and return it to Boone City Hall, PO Box 550, Boone 50036.

There is no deadline for submittal. The application will require:

- A minimum of two (2) bids from contractors for each segment of the work to be completed. If the owner can reasonably prove that they were unable to find additional bids for the work, this requirement may be waived by the Committee.
- A detailed business plan establishing the use of the property setting forth information that the property is eligible for this program including specific information as to the

business to be operated at the property and the owner's intent as to continued ownership of the property.

6. The program ends when funding is depleted. *[Required for eligibility]*
7. Only AFTER the Boone Economic Development Committee approves your project may work begin.
8. The project must be completed within one (1) year of the approval of the application. During that year the Committee retains the right to notify the owner that satisfactory progress is not being made on the project and schedule meeting to discuss whether the grant shall continue. The Committee retains the right to rescind the approval in cases where satisfactory progress is not being made or to extend the one (1) year deadline. The Committee will take into account projects associated with other state and federal grants that may delay the project and circumstances out of the control of the owner.
9. If the application is approved and funds paid by the City of Boone, the owner authorizes the City of Boone to place a lien against the property for those funds. That lien will be for a period of four (4) years and shall require the owner to repay the funds to the City if the owner fails to comply with the requirements as set forth above or sells/transfers the property in that four (4) year time period. The amount to be repaid in cases where the property is sold/transferred will be reduced by 25% for each year that passes after the funds are paid to the owner. In the case where the owner fails to establish a business/retail store, the funds shall be repaid in full and there shall be no reduction. The Committee retains the authority to establish the amount to be repaid and compromise any such amounts if deemed necessary. The owner will sign all documents necessary to implement this lien.

Program Details:

1. The BDIF Committee will be the Economic Development Committee. Committee meetings will be scheduled as necessary (as determined by the Chairman). All BDIF Committee meetings are open to the public.
2. The BDIF will have final authority for approval and any grant or denial of the application shall be in their sole discretion.
3. If the applicant is different than the owner a notarized consent form must be included.
4. Preference will be given to plan submittals that are exterior façade improvements. A focus is making improvements that both improve appearance and increase taxable value of the structure. The program is not intended for "repair only" projects. If repairs are needed for façade improvements, they can be included.
5. Awards will be granted based on the concepts of each individual project. The City has expressed interest in improving the appearance of downtown buildings, as demonstrated with the improvements of the Police Department.
6. The City may require engineered plans.

7. Who qualifies? Preference will be given to property tax paying entities/property owners
8. The BDIF program is a reimbursement grant program. For qualifying projects, the City will issue reimbursement monies to the applicant. The City will not issue funds directly to contractors or supply companies.

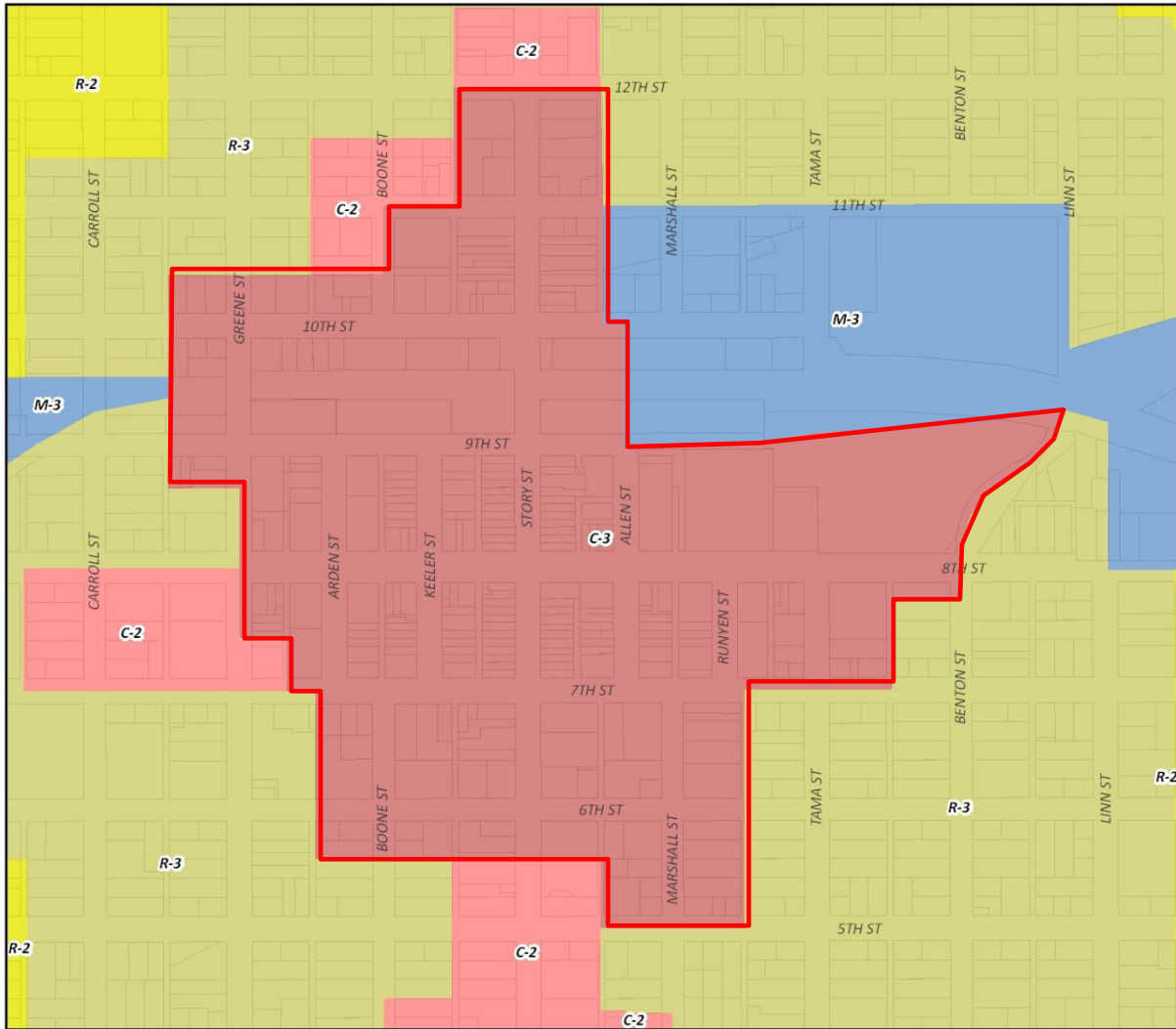


Figure 1 - From Boone Zoning Ordinance Map (C-3 Designation on this map indicates qualifying properties)

CHAPTER 33

ARTS ADVISORY BOARD TO THE CITY OF BOONE

33.01 Purpose	33.05 Subcommittee Structure
33.02 Membership of Advisory Board	33.06 Bylaws/Policies
33.03 Organization of Board	33.07 Duties and Responsibilities
33.04 Officers to be Selected	33.08 Commission Termination

33.01 PURPOSE.

The purpose of this chapter is to provide for the appointment, powers and duties of the Arts Advisory Board to the City of Boone in accordance with State law.

33.02 MEMBERSHIP OF ADVISORY BOARD.

The Board shall consist of five (5) members. Each member shall be chosen by the Mayor and approved by the Council. No member may be an officer or employee of any agency seeking approval for funding; an employee of the City nor may they be an elected official other than one (1) member of the Board shall be a current member of the Boone City Council. All members serve voluntarily and without compensation and shall be bona fide citizens and residents of the City.

33.03 ORGANIZATION OF BOARD.

The organization of the Board shall be as follows:

1. All members shall serve staggered terms of two (2) years as set forth below with the exception that the member of the Boone City Council so designated shall serve only one (1) year terms. This provides continuity with each term beginning on January 1st of each year. Any vacancy created would be filled by an immediate appointment to fill any unexpired term. No member shall serve more than two (2) consecutive terms (4 years). At the adoption of this ordinance the Mayor, subject to Council approval, shall select two (2) members for a two (2) year term, two (2) members for a one (1) year term and one Boone City Council member for a one year term. All of those terms shall be from January 1, 2022 for purposes of calculating the term.

2. A member shall be deemed to have vacated their term if they move outside the City or they are absent from three (3) consecutive regular meetings of the Board, except in the case of sickness.

33.04 OFFICERS TO BE SELECTED.

The Mayor shall select the Chairperson of the Board. The Board shall choose members to serve as, Vice Chairperson, and Secretary on a yearly basis. Each officer will serve for one (1) year. The Chairperson should serve no more than two (2) consecutive terms.

33.05 SUBCOMMITTEE STRUCTURE.

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.

33.06 BYLAWS/POLICIES.

The Board may pass bylaws/policies to assist in its operation. However, all bylaws/policies or amendments thereto must be approved by the Council prior to enactment by the Board and once approved by a City resolution shall be effective until modified by any future resolution. All matters to be considered by the Boone City Council shall first be directed to the Economic Development Committee of the Boone City Council and if approved by that Committee they may then be presented to the full Council.

33.07 DUTIES AND RESPONSIBILITIES.

The Board shall have the following duties and responsibilities:

1. Create a structure for review of applications for grants from individuals and organizations which would strengthen and promote the arts and cultural creativity within the City of Boone for the benefit of all ages. The structure shall be approved by the Council before implementation of the review process along with the approval of bylaws/policies.

2. Require all requesting individuals or organizations to present Articles of Incorporation or charter documents where appropriate.

3. Require all requesting individuals or organizations to present financial documentation for the past year, where possible, and a budget projection for the period for which funds are being sought.

4. Organize grant considerations based upon the funds directed to the Board by the Boone City Council.

5. Require individuals or organizations to submit audited financial reports or other documents evidencing financial responsibility as a requirement for a grant if deemed necessary.

6. Analyze every requesting individual or organizations to determine if any duplication of services or overlapping of services exists and no individual or organization shall be entitled to a grant if they have received other City funding in the current fiscal year.

7. The Board activities and facilities shall not be used for political purposes of any nature.

33.08 COMMISSION TERMINATION

The Boone City Council may at any time dissolve the Arts Advisory Board when it determines there is no further benefit to the City of Boone for its continued existence or for any other reason..

(Chapter 33 - Ord. 2273 - Sep. 22 Supp.)