

ED Advisory Board Meeting
Tuesday, November 17, 2020 12:15 PM
Crete Library/Community Center
1515 Forest Ave.
Crete, NE 68333

1. **Open Meeting**

In accordance with Nebraska law, a copy of the Open Meetings Act can be found in the back of the council chambers. Items listed on the agenda may be considered in any order.

2. **Roll Call**

Attendance of Advisory Board members will be recorded to determine the presence of a quorum for official actions.

3. **Consent Agenda**

The Advisory Board will consider approval of the following items. Explanation may occur for each item and the council may approve and or amend and approve the items listed.

A. Meeting Minutes

Review the minutes from the previous meeting

1. Advisory Board meeting minutes of August 13, 2020.

B. Financial Report

Review monthly financial reports

4. **Special Order of Business**

The Advisory Board may take action to hear testimony in favor of or in opposition to, discuss/limit discussion and take action to approve or disapprove a recommendation to the City Council on any matter presented under this title.

A. Report on a potential City partnership with an affiliate of Doane University regarding hemp production.

B. Discuss workforce housing needs and projects in the Crete area.

C. Review Woods-Jones application for \$55,000 for building acquisition assistance for the former Brew House building.

D. Report on upcoming Economic Development Plan rewrite.

5. **Officers' Reports**

Reports may be given by Department Heads, other Committees and Advisory Board members concerning current operations of the City. Questions may be asked and answered. No action can be taken by the Advisory Board on matters presented under this title except to answer any question posed and to refer the matter for further action.

6. **Adjournment**

The Advisory Board will review the above matters and take such actions as they deem appropriate. The Advisory Board may enter into closed session to discuss any matter on this agenda when it is determined by the Advisory Board that it is clearly necessary for protection of the public interest or the prevention of needless injury to the reputation of an individual and if such an individual has not requested a public meeting, or as otherwise allowed by law. Any closed session shall be limited to the subject matter for which the closed session was called. If the motion to close passes, then the presiding officer immediately prior to the closed session shall restate on the record the limitation of the subject matter of the closed session. The City of Crete assures that no person shall on the grounds of race, color, national origin, age, disability, handicap or sex, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity of the

City receiving Federal financial assistance. To report discrimination, contact the City Clerk's office.

Disclaimers & Notices

- The Council may enter into closed session to discuss any matter on this agenda when it is determined that a closed session is clearly necessary for the protection of the public interest or the prevention of needless injury to the reputation of an individual (if such individual has not requested a public meeting) or as otherwise allowed by law. Any closed session shall be limited to the subject matter for which the closed session was called. If the motion to close passes, then immediately prior to the closed session the Mayor shall restate on the record the limitation of the subject matter of the closed session.
- The City of Crete assures that no person shall on the grounds of race, color, national origin, age, disability, handicap or sex, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity of the City receiving Federal financial assistance. To report discrimination, contact the City Clerk's office.
- The complete agenda with attachments is available at www.crete.ne.gov.

**CITY OF CRETE, NEBRASKA
ECONOMIC DEVELOPMENT ADVISORY BOARD
MINUTES OF AUGUST 13, 2020**

Notice of the meeting was given by posting, the appointed method for giving notice as shown by the attached notice, at the following locations:

City Hall, 243 East 13th Street
Post Office, 1242 Linden Avenue
City Bank and Trust, 1135 Main Avenue

Advance notice of the meeting was also given to committee members. Pursuant to Section 84-1412(8) of the Nebraska Open Meetings Act, the City has posted a current copy of the Open meetings Act, Laws of the State of Nebraska, in the back of the council chambers. All proceedings shown were taken while the meeting was open to the attendance of the public.

1. Open Meeting

Advisory Board Chair Cody Vance called the meeting to order at 12:15pm.

2. Roll Call

Manny Dimas: Absent

Ken Marvin: Absent

Mike Pavelka: Absent

Paul Heath: Present

Scott Kuncel: Present

Lizeth Umana: Present

Cody Vance: Present

Present: 4, Absent: 3.

Also present: City Administrator Tom Ourada, City Clerk Judi Meyer, Finance Director Jerry Wilcox, members of the public.

3. Consent Agenda

Approve the Consent Agenda items. Carried with a motion by Paul Heath and a second by Lizeth Umana.

Paul Heath: Aye, Scott Kuncel: Aye, Lizeth Umana: Aye, Cody Vance: Aye

Aye: 4, No: 0

3.A. Meeting Minutes

3.A.1. Advisory Board Meeting Minutes of July 9, 2020.

3.B. Financial Report

4. Special Order of Business

4.A. City of Crete Economic Development Plan

4.A.1. Housing

Tom Ourada reported that there may be two housing applications presented yet this year.

4.B. Applications for Consideration

4.B.1. Saline Medical Plaza LLC Request for \$100,000

Recommend City Council approve the Saline Medical Plaza LLC request for \$100,000 of LB840 funds. Carried with a motion by Paul Heath and a second by Lizeth Umana.

Paul Heath: Aye, Scott Kuncl: Aye, Lizeth Umana: Aye, Cody Vance: Aye
Aye: 4, No: 0

Tom Ourada reported that the requested funds assist at least three to four businesses as a combined project. The building has been vacant since September of 2019. Traffic flows should be similar to what was experienced with the previous occupancy. The accessibility for Doane students and faculty is a benefit.

4.B.2. Consider matching funds for Crete DTR project application.

Suspend the rules regarding the thirty day review period. Carried with a motion by Paul Heath and a second by Scott Kuncl.

Paul Heath: Aye, Scott Kuncl: Aye, Lizeth Umana: Aye, Cody Vance: Aye
Aye: 4, No: 0

Recommend City Council approve LB840 funds for a Crete DTR project application for matching funds of 25% of the project costs not to exceed \$110,000. Carried with a motion by Paul Heath and a second by Scott Kuncl.

Paul Heath: Aye, Scott Kuncl: Aye, Lizeth Umana: Aye, Cody Vance: Aye
Aye: 4, No: 0

5. Officers' Reports

6. Adjournment

Motion to adjourn. Carried with a motion by Paul Heath and a second by Scott Kuncl.

Paul Heath: Aye, Scott Kuncl: Aye, Lizeth Umana: Aye, Cody Vance: Aye
Aye: 4, No: 0

The meeting was adjourned at 12:40pm.

Recorded by City Clerk Judi Meyer

ECONOMIC DEVELOPMENT PROGRAM APPLICATION FOR FUNDS

Please Type or Print Clearly and Answer Each Question *(If Question Does Not Apply – Mark N/A).*

Please Note: The Information Contained in this portion of the document is Public Information and will **NOT** be Considered Confidential.

A. APPLICANT INFORMATION:

Name of Entity Applying for Assistance: Woods Jones Enterprises, LLC

Business Address: 15255 SW 114th St Crete NE 68333
(City) (State) (Zip Code)

Contact Person: Elayne Woods Jones Telephone Number: 4023095206

Fax Number: _____ Email Address: info@artisanmarkcoffee.com

Federal Tax ID Number: 833161750

Type of Entity: Start-Up Buyout Existing

If Existing, Number of Years in Business in Crete: 1

Business Classification: (Please Choose One)

- | | | |
|---|---|---|
| <input type="checkbox"/> Retail | <input type="checkbox"/> Manufacturing | <input type="checkbox"/> Research & Development |
| <input type="checkbox"/> Headquarter | <input type="checkbox"/> Telecommunications | <input type="checkbox"/> Tourism |
| <input type="checkbox"/> Warehouse/Distribution | <input type="checkbox"/> Government | <input checked="" type="checkbox"/> Other |

Business Type: (Please Choose One)

- | | | |
|---|--|--------------------------------------|
| <input type="checkbox"/> Proprietorship | <input type="checkbox"/> Corporation | <input type="checkbox"/> Partnership |
| <input checked="" type="checkbox"/> LLC | <input type="checkbox"/> Governmental Entity | <input type="checkbox"/> Other |

Does the Company have a Parent or Subsidiaries? Yes No

If Yes, Please List Name: _____

Address: _____
(City) (State) (Zip Code)

Ownership Identification: Please List all Officers, Directors, Partners, Owners, Co-owners and Stockholders.

Full Name	Title	Ownership Percentage
Justin G Jones	co-owner	50
Elayne Woods Jones	co-owner	50

Which type of assistance is the entity applying for?

- Grant
 Loan Guarantee If so, Lender? _____
 Other

Explain: _____

What is the general purpose of the request (must be an allowed LB840/Economic Dev. Plan Project)?

- New Development
 New Business Startup
 Building Renovation
 Public Works
 Professional/Employee Recruitment
 Promotion/Tourism
 Job Training
 Working Capital
 Low - Moderate Income Housing
 Workforce Housing
 Technology
 Plan Management
 Technical Assistance
 Equity Investment

Does the business qualify to receive any incentives from the State of Nebraska? Yes No DK

Has the business applied for any incentives from the State of Nebraska? Yes No

If yes, please explain: _____

Employee Information: (FTE = Full-Time Equivalent = 2,080 Hours/Per Year)

Number of Existing Full-Time Equivalent Employees: 1

Number of Full-Time Equivalent Positions to Be Created: 3

Will all of the Full-Time Equivalent Positions be Physically Located within the City of Crete, their Two- Mile Extraterritorial Jurisdiction or on Land Held in the Name of the City of Crete?

- Yes No

If no, please explain: _____

Does the Company Employ Any Seasonal Employees? Yes No

If Yes, How Many: 6

(Seasonal employees must work for at least three continuous months and the position must reoccur annually)

B. PROJECT INFORMATION:

Please provide a Brief Project Summary Description:

HOUSE will be an event space with many hats, but the main goal will be to help Downtown Crete grow into a vibrant and thriving downtown by becoming a high-end Wedding Reception Venue and Event Venue. As someone who has been in the wedding business for the past 10 years, specifically wedding photography, I have an insight that most people don't have on what couples are looking for in a venue. I also have the ability to see and create a space that will be beautiful to photograph which will aide in making it an extremely marketable venue. Drawing wedding clients to Crete would be one of the primary goals of HOUSE. In addition to being a reception venue, HOUSE will continue with the tradition of bringing community together as being a gathering space. From business meetings, birthday parties, fraternity and sorority socials, local fundraisers and more. Finally, HOUSE will strive towards being known for booking noteworthy Live Music. As weddings are generally planned at least a year in advance, HOUSE would fill in the gaps with local, regional and eventually more well known Live Music acts.

Use of Funds	Total Project Cost	Econ Dev Funds Requested
Land or Building Acquisition	\$ 300,000.00	\$
Renovation/Rehabilitation	\$ 55,000.00	\$ 55,000
New Construction	\$	\$
Machinery / Equipment Acquisition	\$	\$
Business / Employee Recruitment Activities	\$	\$
Technology Costs	\$	\$
Small Business Development	\$	\$
Working Capital (Includes Inventory)	\$	\$
Job Training	\$	\$
Other	\$ 5,000.00	\$
Total Project Cost	\$ 360,000.00	
	Total LB840 Funds Requested:	\$ 55,000.00

C. FUNDING SOURCES AND EQUITY INJECTION:

If Borrowing, Name of Lender: City Bank & Trust, Crete

Loan Amount: CHF 225,000.00

Loan Term (Years): 20

Amount Injected Into the Project by Business/Partners/Owners:
\$ 95,000.00

Other Funding Source(s) and Amount(s): Cash Loan/Equity draw from other busin., Investor Contrib

C. PROJECT LOCATION:

- | | | |
|--|---|--|
| Within the Crete City Limits? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| Within the Crete Two-Mile Jurisdiction? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| Land Owned by the City of Crete? | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| Not Located in Crete but for area benefit? | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |

If Not in City Jurisdiction, please explain local benefit:

D. ATTACHMENTS: - Please Include the Attachments that Apply to Your Entity – See *checklist Page 5.*

Please Note: The Information provided pursuant to this Section Will be Deemed Confidential and will not be Available for Public Disclosure.

- Business Plan: Brief Description of the Business
- Resumes of all Owners/Co-Owners/Directors/Partners/Stockholders
- For Existing Businesses – Three (3) Yearly Financial Statements
- For Existing Businesses – Current Financial Statements (Less Than Sixty (60) Days Old)
- For Existing Businesses - List of Current Obligations (Include Company Names and Amounts)
- For Start-Up Businesses – Current Business Plan
- For Start-Up Businesses – Three Year Projections
- Tax Returns – Previous Three (3) Years – Personal Tax Returns May be Required for Proprietorship
- Letter from Lending Institution if applicable
- If a Corporation, LLC or Other Legal Entity - Copy of Organizational Documents (Articles, Bylaws)
- Please Note that Other Financial Documents May Be Required

E. APPLICANT SIGNATURE:

I certify that the information contained in this application and all attachments are correct to the best of my knowledge. By signing below, I authorize the City of Crete or their contracted representative to check my credit and the credit of all who are listed within this application. I understand that I must update my credit information if my financial situation changes.

Applicant's Signature

Oct 29, 2020

Date

WOODS-JONES ENTERPRISES, LLC
1206 MAIN AVE ('HOUSE') BUSINESS PLAN SUMMARY October, 2020

Woods-Jones Enterprises is a real estate investment and operating company in Crete, NE, owned and managed by Elayne Woods Jones and Justin Jones. We are proposing to purchase the property located at 1206 Main Ave, Crete NE, currently in operation as The Brew House. The focus of this proposal is our plan to remodel the building into an event and wedding reception venue called "House."

THE BUILDING

The building dates from approximately 1915 and is one of the original historic commercial buildings in Crete. It has one level with approximately 4800 sf total, divided into a main area, a separate meeting room, a kitchen, bathrooms, and an office. The building has been extensively renovated within the last 5 years. It has a sound foundation and structure, and modern electrical, HVAC, and plumbing upgrades. Minimal cosmetic renovations are needed, to include interior and exterior paint, and new windows in the upper section of the facade.

OUR PROPOSAL

We seek to establish a high-end wedding reception venue that can also be utilized as a music venue and community event space.

OPPORTUNITIES

- Fills an unmet need for a wedding and event venue in our area. Elayne's background in and knowledge of the wedding industry position us well for success in this field.
- Renovation of the facade helps the city preserve the historic character of downtown Crete.
- The business will draw significant client traffic from outside Crete, increasing economic activity and raising the profile of our historic downtown.
- The pandemic has reduced the number of weddings taking place in 2020, leading to a potential surplus of demand for venues in 2021.

COMPETITION/RISKS

- There are 3 indoor/outdoor venues of comparable quality and capacity within 20 miles.
- Short-term risks are related to the reduction of indoor gatherings and activities due to Covid-19. This is not expected to be a long-term impact.

GOALS

- To provide the community with a quality space to gather, meet, and celebrate.
- To generate a reasonable profit and increase the value of our investment.
- To renovate the building to enhance the historic character of downtown Crete.

FINANCING

Financing for this project will be obtained as follows:

A commercial real estate loan from City Bank and Trust in Crete, NE.

Equity and cash draws from our other existing businesses.

Investor equity.