Fairmont Economic Development Authority T.M. www.fairmont.org

REGULAR MEETING

City Hall 2nd Floor Conference Room

AGENDA: Monday,

October 13, 2025, 4:30

1. Opening
   - 1.1 Welcome/Call to Order
   - 1.2 Approval of Agenda

2.0 Business Oversight / Responsibilities
- 2.1 Consent Agenda
  - 2.1.1 Previous Meeting Minutes - September 8, 2025
  - 2.1.2 September 2025 Financials

- 2.2 Actions Taken or Related to Progress/Status Reports
  - 2.2.1 Review and discussion pertaining to Strategy to Address Neighborhood Infill & Related Housing
  - 2.2.2 Childcare – Lakeview Methodist childcare area is complete

3.0 Strategic Conversations
- 3.1.1 Monthly Report
- 3.1.2 Minnesota Paid Leave Seminar – September 10th
- 3.1.3 Mall Prospect
- 3.1.4 Spoke to Fairmont Service Club October 7th
- 3.1.5 Visit Fairmont – Board will conduct Strategic Planning Session
- 3.1.6 RFP Openings for SMEC & Housing Study
- 3.1.7 Met with Federal Reserve Examiner Visiting Fairmont

4.0 Board Discussion

5.0 Meeting Wrap-Up
- 5.1 Review Actions to be Taken
- 5.2 Next Meeting – November 10, 2025

6.0 Adjourn

FEDA Mission: We support the successful growth and pride of the Fairmont area businesses and citizens.

FAIRMONT T.M.

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REGULAR MEETING

City Hall 2nd Floor Conference Room

AGENDA: Monday,

September 8, 2025, 4:30

Minutes

Present: Jon, Sarah, Chris, Jeff, Brian, Jay
Absent: Britney

1. Opening
    - 1.1 Welcome/Call to Order
    - 1.2 Approval of Agenda – Motion Chris, 2nd Sarah - Approved

2.0 Business Oversight / Responsibilities
- 2.1 Consent Agenda
    - 2.1.1 Previous Meeting Minutes - August 11, 2025 – Motion Sarah, 2nd Jeff - Approved
    - 2.1.2 August 2025 Financials – Motion Chris, 2nd Jeff - Approved
- 2.2 Actions Taken or Related to Progress/Status Reports
    - 2.2.1 Approval of RLF Loan to Kingdom Properties – Motion Sarah, 2nd Jeff - Approved
    - 2.2.2 Wiederhoeft Welding RLF Loan Update – Updated status of upcoming balloon payment
    - 2.2.3 Joe Riemann/Fairmont Brewing Company Loan Update – Ned updated the board

3.0 Strategic Conversations
- 3.1.1 Monthly Report – Ned answered questions
- 3.1.2 Minnesota Paid Leave Seminar – September 10th
- 3.1.3 Mall Prospects – Ned updated board on prospects
- 3.1.4 Housing Prospects – Ned updated board on prospects and answered questions

4.0 Board Discussion

5.0 Meeting Wrap-Up
- 5.1 Review Actions to be Taken
- 5.2 Next Meeting – October 13, 2025

6.0 Adjourn – Motion Chris, 2nd Sarah - Approved

FEDA Mission: We support the successful growth and pride of the Fairmont area businesses

Fairmont Economic Development Authority

9/30/2025

	Prospecting: Available Budget,		
Fund 210	Current Year	$ -	Budget not available on Springbrook
Fund 215	Non-Reportable Loans	$ 123,899.46	
Fund 216	Non-Reportable Loans	$ 435,316.01	
Fund 217	Micro Loans	$ 33,849.97	
Fund 218	CARES Loans	$ 353,095.45	
	Total All Funds	$ 946,160.89	

Balance Sheets

		Fund 210	Fund 215	Fund 216	Fund 217	Fund 218
		Econ Dev	Non-Reportable	Non-Reportable	Micro	CARES
Assets	Cash	$ 534,148.82	$ 123,899.46	$ 435,316.01	$ 33,849.97	$ 353,095.45
	Market Value Adjustment	$ (3,407.88)	$ (478.41)	$ (2,481.18)	$ (218.96)	
	Taxes Receivable, Delinquent	$ 2,145.37	$ -	$ -	$ -	$ -
	Accounts Receivable	$ -	$ -	$ -	$ -	$ -
	Loans Receivable	$ -	$ 96,726.24	$ 599,840.38	$ 13,799.13	$ 258,855.61
	Forgivable Loans Receivable	$ -	$ -		$ 63,480.00	$ -
	Due from Other Funds		$ -	$ -	$ -	
	Due from Martin County		$ -	$ -	$ -	$ -
Total Assets		$ 532,886.31	$ 220,147.29	$ 1,032,675.21	$ 110,910.14	$ 611,951.06

Aging Report

City of Fairmont, MN

Cutoff Date: 9/30/2025
Run Date: 10/09/2025
Run Time: 9:06:09 am

Funds: All   Status: All   County: All
City: All   Loan Officer: All

Include loans from 101 to 9901

		Loan Amt	Disbursed	Current Balance	Regular Payment	---Analysis of Payments Due--- 1 Payment	2 Payments	3 Payments	Over 3	Total Due	Lt Days
1104	Crissinger , Cynthia	7,623.00	7,623.00	6,442.11	73.54	73.54	73.54	73.54	6,221.49	6,442.11	4654
1204	Well Minded Properties	75,000.00	75,000.00	11,609.55	554.77	0.00	0.00	0.00	0.00	0.00	0
1502	Wiederhoeft Welding & Machine	75,000.00	75,000.00	46,079.05	454.49	0.00	0.00	0.00	0.00	0.00	0
1601	Fairmont Butcher Block LLC	75,000.00	75,000.00	52,704.20	454.49	0.00	0.00	0.00	0.00	0.00	0
1602	Tonne , Dale	4,685.00	4,685.00	1,027.80	41.10	0.00	0.00	0.00	0.00	0.00	0
1901	Landscaping Plus, Inc.	8,380.75	8,380.75	595.34	110.74	110.74	0.00	0.00	0.00	110.74	5
1902	Zierke Built Mfg.	240,000.00	240,000.00	42,784.83	3,064.18	0.00	0.00	0.00	0.00	0.00	0
2001	B & B Gas Piping Plus, LLC	25,600.00	25,600.00	20,355.25	155.13	0.00	0.00	0.00	0.00	0.00	0
2003	El Agave, Inc.	25,000.00	25,000.00	1,249.81	416.67	0.00	0.00	0.00	0.00	0.00	0
2004	Minuteman Press	25,000.00	25,000.00	1,249.81	416.67	0.00	0.00	0.00	0.00	0.00	0
2005	Fairmont Glass & Sign Products, Inc.	75,000.00	75,000.00	61,268.42	425.40	0.00	0.00	0.00	0.00	0.00	0
2007	D&R Repair	20,000.00	20,000.00	1,333.52	333.33	0.00	0.00	0.00	0.00	0.00	0
2008	Cutting Edge Fitness of Fairmont, Inc.	25,000.00	25,000.00	1,666.48	416.67	0.00	0.00	0.00	0.00	0.00	0
2009	Shenanigans	25,000.00	25,000.00	8,809.87	416.67	416.67	416.67	416.67	4,583.37	5,833.38	401
2011	The Ranch	25,000.00	25,000.00	2,083.15	416.67	0.00	0.00	0.00	0.00	0.00	0
2101	Giddy Up Boutique	7,508.99	7,508.99	2,786.01	99.22	0.00	0.00	0.00	0.00	0.00	0
2102	Live Fit & Wellness Center, LLC	25,000.00	25,000.00	2,499.82	416.67	0.00	0.00	0.00	0.00	0.00	0
2103	Bowlmor Lanes, LLC	25,000.00	25,000.00	2,499.82	416.67	0.00	0.00	0.00	0.00	0.00	0
2104	Fairmont Awards Manufacturing, Inc.	25,000.00	25,000.00	2,499.82	416.67	0.00	0.00	0.00	0.00	0.00	0
2105	Blazer Bar	25,000.00	25,000.00	2,499.82	416.67	0.00	0.00	0.00	0.00	0.00	0
2106	Our Story Studios	25,000.00	25,000.00	3,749.83	416.67	0.00	0.00	0.00	0.00	0.00	0
2107	Fairmont Brewing Company, LLC	75,000.00	75,000.00	23,848.27	304.38	304.38	304.38	304.38	608.76	1,521.90	128
2201	Cutting Edge Fitness of Fairmont, Inc.	50,000.00	50,000.00	25,595.16	595.24	0.00	0.00	0.00	0.00	0.00	0
2202	D&R Repair	55,000.00	55,000.00	28,154.84	654.76	0.00	0.00	0.00	0.00	0.00	0
2203	Serenity Salon, LLC	75,000.00	75,000.00	38,392.74	892.86	0.00	0.00	0.00	0.00	0.00	0
2204	Gemini Studios	10,000.00	10,000.00	3,166.53	166.67	0.00	0.00	0.00	0.00	0.00	0
2301	Janzen's Greenhouse	50,000.00	50,000.00	33,828.29	683.44	0.00	0.00	0.00	0.00	0.00	0
2302	Indulge & Co.	65,000.00	65,000.00	55,912.80	689.43	0.00	0.00	0.00	0.00	0.00	0
2303	FBC Operations, LLC	75,000.00	75,000.00	64,492.59	795.49	0.00	0.00	0.00	0.00	0.00	0
2401	Cornerstone Clinic	70,000.00	70,000.00	66,452.02	461.97	0.00	0.00	0.00	0.00	0.00	0
2402	Shenanigans Cheer & Chow	9,000.00	9,000.00	7,251.25	129.33	0.00	0.00	0.00	0.00	0.00	0
2403	Lakes Law Properties, LLC	75,000.00	75,000.00	71,974.32	515.92	0.00	0.00	0.00	0.00	0.00	0
2404	Unke Properties, LLC	75,000.00	75,000.00	72,682.24	515.92	0.00	0.00	0.00	0.00	0.00	0
2405	RT Entertainment, LLC	75,000.00	75,000.00	72,574.79	515.92	0.00	0.00	0.00	0.00	0.00	0
2501	Recovery in Motion, LLC	65,000.00	65,000.00	61,571.12	689.43	0.00	0.00	0.00	0.00	0.00	0

Aging Report

City of Fairmont, MN

Funds: All　　Status: All　　County: All
City: All　　Loan Officer: All
Include loans from 101 to 9901

Cutoff Date: 9/30/2025
Run Date: 10/09/2025
Run Time: 9:06:09 am

	Loan Amt	Disbursed	Current Balance	Regular Payment	1 Payment	2 Payments	3 Payments	Over 3	Total Due	Lt Days
					Analysis of Payments Due					
Totals	1,687,797.74		901,691.27		905.33		794.59		13,908.13	
		1,687,797.74		17,543.85		794.59		11,413.62		
*** Total Delinquent Dollars					39,695.59	39,100.25	39,100.25	39,100.25	39,695.59	
Percent Delinquent Dollars					4.40%	4.34%	4.34%	4.34%	4.40%	

***Total of loan balances which are in arrears

General Ledger

Summary Trial Balance

FAIRMONT T.M.

User: nkoppen
Printed: 10/08/2025 - 3:42PM
Period: 01 to 09, 2025

Account Number	Description	Budget Amount	Beginning Balance	Debit This Period	Credit This Period	Ending Balance
Fund 210	Economic Development					
EXPENSE						
Department 46500	Economic Development					
210-46500-10120	Full-time Employees - Regular	107,852.00	0.00	85,151.35	0.00	85,151.35
210-46500-10220	Full-time Employees - Overtime	0.00	0.00	0.00	0.00	0.00
210-46500-10320	Part-time Employees	0.00	0.00	0.00	0.00	0.00
210-46500-12120	PERA Contributions	8,089.00	0.00	5,466.30	288.68	5,177.62
210-46500-12220	FICA Contributions	6,626.00	0.00	5,091.84	0.00	5,091.84
210-46500-12500	Medicare	1,564.00	0.00	1,217.20	0.00	1,217.20
210-46500-13120	Health Insurance	24,904.00	0.00	9,296.89	0.00	9,296.89
210-46500-13300	Life Insurance	0.00	0.00	0.00	0.00	0.00
210-46500-13400	Disability Insurance	0.00	0.00	0.00	0.00	0.00
210-46500-13500	Other Medical Agreements	0.00	0.00	0.00	0.00	0.00
210-46500-14220	Unemployment Insurance	0.00	0.00	0.00	0.00	0.00
210-46500-15100	Work Comp Insurance	701.00	0.00	609.05	0.00	609.05
210-46500-20120	Office Supplies & Accessories	3,500.00	0.00	854.30	19.40	834.90
210-46500-20720	Training & Instructional Suppl	0.00	0.00	0.00	0.00	0.00
210-46500-21200	Motor Fuels	0.00	0.00	0.00	0.00	0.00
210-46500-30100	Auditing & Accounting Services	0.00	0.00	0.00	0.00	0.00
210-46500-30300	Engineering Fees	0.00	0.00	0.00	0.00	0.00
210-46500-30400	Legal Fees	0.00	0.00	0.00	0.00	0.00
210-46500-31200	Other Contracted Services	1,000.00	0.00	0.00	0.00	0.00
210-46500-32100	Telephone	1,800.00	0.00	783.21	0.00	783.21
210-46500-32200	Postage	500.00	0.00	555.03	0.00	555.03
210-46500-33100	Travel & Training	7,500.00	0.00	280.00	0.00	280.00
210-46500-33400	Car Allowance	3,240.00	0.00	0.00	0.00	0.00
210-46500-34305	Other Advertising	500.00	0.00	0.00	0.00	0.00
210-46500-36115	General Liability	830.00	0.00	788.32	0.00	788.32
210-46500-36215	Property Insurance	0.00	0.00	0.00	0.00	0.00
210-46500-36500	Public Officials	0.00	0.00	0.00	0.00	0.00

Account Number	Description	Budget Amount	Beginning Balance	Debit This Period	Credit This Period	Ending Balance
210-46500-36600	Crime Liability	0.00	0.00	0.00	0.00	0.00
210-46500-43300	Dues & Subscriptions	4,000.00	0.00	2,702.00	0.00	2,702.00
210-46500-43500	Books & Pamphlets	0.00	0.00	0.00	0.00	0.00
210-46500-43800	Credit Card Fees	0.00	0.00	0.00	0.00	0.00
210-46500-43805	Interest Expense	0.00	0.00	0.00	0.00	0.00
210-46500-43810	Prospecting	62,894.00	0.00	35,438.48	0.00	35,438.48
210-46500-43815	Loan Write-offs	0.00	0.00	0.00	0.00	0.00
210-46500-43900	Other Miscellaneous	0.00	0.00	0.00	0.00	0.00
210-46500-43905	Taxes Paid	0.00	0.00	5,206.00	0.00	5,206.00
210-46500-49000	Donations to Civic Organizatio	3,000.00	0.00	0.00	0.00	0.00
	210-46500 EXPENSE Totals:	238,500.00	0.00	153,439.97	308.08	153,131.89

Account Number	Description	Budget Amount	Beginning Balance	Debit This Period	Credit This Period	Ending Balance
Department 46600	Incubator Building					
210-46600-31200	Other Contracted Services	0.00	0.00	0.00	0.00	0.00
	210-46600 EXPENSE Totals:	0.00	0.00	0.00	0.00	0.00
	EXPENSE Totals:	238,500.00	0.00	153,439.97	308.08	153,131.89
	Fund 210 Totals:	-238,500.00	0.00	153,439.97	308.08	153,131.89
	Report Totals:	-238,500.00	0.00	153,439.97	308.08	153,131.89

General Ledger

Summary Trial Balance

User: nkoppen
Printed: 10/08/2025 - 3:45PM
Period: 01 to 09, 2025

FAIRMONT T.M.

Account Number	Description	Budget Amount	Beginning Balance	Debit This Period	Credit This Period	Ending Balance
Fund 210	Economic Development					
ASSETS						
210-00000-10100	Cash	0.00	536,399.94	184,422.26	186,673.38	534,148.82
210-00000-10403	Market Value Adjustment	0.00	-3,407.88	0.00	0.00	-3,407.88
210-00000-10700	Taxes Receivable - Delinquent	0.00	2,145.37	0.00	0.00	2,145.37
210-00000-11500	AR - Utility Billing	0.00	0.00	0.00	0.00	0.00
210-00000-11502	AR - Credit Card	0.00	0.00	0.00	0.00	0.00
210-00000-11504	AR - Misc	0.00	0.00	0.00	0.00	0.00
210-00000-11506	AR - Merchandise	0.00	0.00	9,858.75	9,858.75	0.00
210-00000-11507	AR - Property Rental	0.00	0.00	0.00	0.00	0.00
210-00000-11900	Loans Receivable	0.00	0.00	0.00	0.00	0.00
210-00000-13100	Due From Other Funds	0.00	0.00	0.00	0.00	0.00
210-00000-13200	Due From Federal Gov't	0.00	0.00	0.00	0.00	0.00
210-00000-13204	Due From Martin County	0.00	862.96	0.00	862.96	0.00
210-00000-15500	Prepaid Items	0.00	0.00	0.00	0.00	0.00
210-00000-16100	Land	0.00	832,475.72	0.00	0.00	832,475.72
	ASSETS Totals:	0.00	1,368,476.11	194,281.01	197,395.09	1,365,362.03
LIABILITIES						
210-00000-20200	Accounts Payable	0.00	-37.95	92,105.41	92,067.46	0.00
210-00000-20700	Due to Other Funds	0.00	-585.55	10,273.41	9,687.86	0.00
210-00000-21600	Accrued Wages & Salaries Payab	0.00	-5,270.54	63,506.24	58,235.70	0.00
210-00000-21703	Accrued FICA	0.00	0.00	0.00	0.00	0.00
210-00000-21704	Accrued PERA	0.00	0.00	0.00	0.00	0.00
210-00000-21709	Accrued Medicare	0.00	0.00	0.00	0.00	0.00
210-00000-21710	Accrued Vacation	0.00	0.00	0.00	0.00	0.00
210-00000-21711	Accrued Vacation - Current	0.00	0.00	0.00	0.00	0.00
210-00000-21712	Accrued Sick Leave	0.00	0.00	0.00	0.00	0.00
210-00000-21713	Accrued Sick Leave - Current	0.00	0.00	0.00	0.00	0.00

Account Number	Description	Budget Amount	Beginning Balance	Debit This Period	Credit This Period	Ending Balance
210-00000-21715	OPEB	0.00	0.00	0.00	0.00	0.00
210-00000-21720	Other Employee W/H	0.00	0.00	0.00	0.00	0.00
210-00000-21725	Split Period	0.00	0.00	0.00	0.00	0.00
210-00000-21750	Imputed Income	0.00	0.00	0.00	0.00	0.00
210-00000-21801	Federal W/H Payable	0.00	-2,008.10	12,479.54	10,471.44	0.00
210-00000-21802	State W/H Payable	0.00	-636.06	4,821.23	4,185.17	0.00
210-00000-21803	FICA Payable	0.00	-1,131.08	11,314.76	10,183.69	-0.01
210-00000-21804	PERA Payable	0.00	-1,096.63	11,589.07	10,492.44	0.00
210-00000-21805	Retirement Payable	0.00	0.00	0.00	0.00	0.00
210-00000-21807	Union Dues Payable	0.00	0.00	0.00	0.00	0.00
210-00000-21808	ICMA Payable	0.00	0.00	0.00	0.00	0.00
210-00000-21809	Medicare Payable	0.00	-264.50	2,704.51	2,440.01	0.00
210-00000-21810	PERA Term Ins Payable	0.00	0.00	0.00	0.00	0.00
210-00000-21811	HSA Payable	0.00	-77.49	1,502.49	1,425.00	0.00
210-00000-21812	Colonial Life Payable	0.00	0.00	0.00	0.00	0.00
210-00000-22000	Deposits Payable	0.00	0.00	0.00	0.00	0.00
210-00000-22206	Deferred Rev-Delinquent Taxes	0.00	-2,145.37	0.00	0.00	-2,145.37
210-00000-22207	Deferred Revenue - Forgivable	0.00	0.00	0.00	0.00	0.00
	LIABILITIES Totals:	0.00	-13,253.27	210,296.66	199,188.77	-2,145.38
FUND BALANCE						
210-00000-25000	Fund Balance / RE	0.00	-1,355,222.84	0.00	0.00	-1,355,222.84
	FUND BALANCE Totals:	0.00	-1,355,222.84	0.00	0.00	-1,355,222.84
	Fund 210 Totals:	0.00	0.00	404,577.67	396,583.86	7,993.81

Account Number	Description	Budget Amount	Beginning Balance	Debit This Period	Credit This Period	Ending Balance
Fund 215	Reportable Loan Fund					
ASSETS						
215-00000-10100	Cash	0.00	73,834.10	50,065.36	0.00	123,899.46
215-00000-10403	Market Value Adjustment	0.00	-478.41	0.00	0.00	-478.41
215-00000-11500	AR - Utility Billing	0.00	0.00	0.00	0.00	0.00
215-00000-11502	AR - Credit Card	0.00	0.00	0.00	0.00	0.00
215-00000-11504	AR - Misc	0.00	0.00	0.00	0.00	0.00
215-00000-11506	AR - Merchandise	0.00	0.00	0.00	0.00	0.00
215-00000-11900	Loans Receivable	0.00	141,436.54	0.00	44,710.30	96,726.24
215-00000-13100	Due From Other Funds	0.00	0.00	0.00	0.00	0.00
215-00000-13202	Due From State of MN	0.00	0.00	0.00	0.00	0.00
215-00000-13206	Due From Other Gov't	0.00	0.00	0.00	0.00	0.00
	ASSETS Totals:	0.00	214,792.23	50,065.36	44,710.30	220,147.29
LIABILITIES						
215-00000-20200	Accounts Payable	0.00	0.00	0.00	0.00	0.00
215-00000-20700	Due to Other Funds	0.00	0.00	0.00	0.00	0.00
215-00000-22209	Deferred Revenue - Accrued Int	0.00	0.00	0.00	0.00	0.00
	LIABILITIES Totals:	0.00	0.00	0.00	0.00	0.00
FUND BALANCE						
215-00000-25000	Fund Balance / RE	0.00	-214,792.23	0.00	0.00	-214,792.23
	FUND BALANCE Totals:	0.00	-214,792.23	0.00	0.00	-214,792.23
	Fund 215 Totals:	0.00	0.00	50,065.36	44,710.30	5,355.06

Account Number	Description	Budget Amount	Beginning Balance	Debit This Period	Credit This Period	Ending Balance
Fund 216	Non Reportable Loan Fund					
ASSETS						
216-00000-10100	Cash	0.00	379,481.68	84,375.95	28,541.62	435,316.01
216-00000-10403	Market Value Adjustment	0.00	-2,481.18	0.00	0.00	-2,481.18
216-00000-11500	AR - Utility Billing	0.00	0.00	0.00	0.00	0.00
216-00000-11502	AR - Credit Card	0.00	0.00	0.00	0.00	0.00
216-00000-11504	AR - Misc	0.00	0.00	0.00	0.00	0.00
216-00000-11505	MN Community Cap Fund Deposit	0.00	0.00	0.00	0.00	0.00
216-00000-11506	AR - Merchandise	0.00	0.00	0.00	0.00	0.00
216-00000-11900	Loans Receivable	0.00	652,726.74	0.00	52,886.36	599,840.38
216-00000-11910	Forgivable Loans Receivable	0.00	0.00	0.00	0.00	0.00
216-00000-13100	Due From Other Funds	0.00	0.00	0.00	0.00	0.00
216-00000-13202	Due From State of MN	0.00	0.00	0.00	0.00	0.00
216-00000-13206	Due From Other Gov't	0.00	0.00	0.00	0.00	0.00
	ASSETS Totals:	0.00	1,029,727.24	84,375.95	81,427.98	1,032,675.21
LIABILITIES						
216-00000-20200	Accounts Payable	0.00	-278.00	28,541.62	28,263.62	0.00
216-00000-20700	Due to Other Funds	0.00	0.00	0.00	0.00	0.00
216-00000-20705	Due to State of MN	0.00	-61,128.21	26,715.42	0.00	-34,412.79
216-00000-22208	Deferred Revenue - Other	0.00	0.00	0.00	0.00	0.00
	LIABILITIES Totals:	0.00	-61,406.21	55,257.04	28,263.62	-34,412.79
FUND BALANCE						
216-00000-25000	Fund Balance / RE	0.00	-968,321.03	0.00	0.00	-968,321.03
	FUND BALANCE Totals:	0.00	-968,321.03	0.00	0.00	-968,321.03
	Fund 216 Totals:	0.00	0.00	139,632.99	109,691.60	29,941.39

Account Number	Description	Budget Amount	Beginning Balance	Debit This Period	Credit This Period	Ending Balance
Fund 217	Micro Loan Fund					
ASSETS						
217-00000-10100	Cash	0.00	33,517.27	25,443.44	25,110.74	33,849.97
217-00000-10403	Market Value Adjustment	0.00	-218.96	0.00	0.00	-218.96
217-00000-11500	AR - Utility Billing	0.00	0.00	0.00	0.00	0.00
217-00000-11502	AR - Credit Card	0.00	0.00	0.00	0.00	0.00
217-00000-11504	AR - Misc	0.00	0.00	0.00	0.00	0.00
217-00000-11506	AR - Merchandise	0.00	0.00	0.00	0.00	0.00
217-00000-11900	Loans Receivable	0.00	17,800.39	138.20	4,139.46	13,799.13
217-00000-11910	Forgivable Loans Receivable	0.00	38,480.00	25,000.00	0.00	63,480.00
217-00000-13100	Due From Other Funds	0.00	0.00	0.00	0.00	0.00
217-00000-13202	Due From State of MN	0.00	0.00	0.00	0.00	0.00
217-00000-13206	Due From Other Gov't	0.00	0.00	0.00	0.00	0.00
	ASSETS Totals:	0.00	89,578.70	50,581.64	29,250.20	110,910.14
LIABILITIES						
217-00000-20200	Accounts Payable	0.00	0.00	25,000.00	25,000.00	0.00
217-00000-20700	Due to Other Funds	0.00	0.00	0.00	0.00	0.00
	LIABILITIES Totals:	0.00	0.00	25,000.00	25,000.00	0.00
FUND BALANCE						
217-00000-25000	Fund Balance / RE	0.00	-89,578.70	0.00	0.00	-89,578.70
	FUND BALANCE Totals:	0.00	-89,578.70	0.00	0.00	-89,578.70
	Fund 217 Totals:	0.00	0.00	75,581.64	54,250.20	21,331.44

Account Number	Description	Budget Amount	Beginning Balance	Debit This Period	Credit This Period	Ending Balance
Fund 218	CARES Act RLF					
ASSETS						
218-00000-10100	Cash	0.00	428,822.84	65,496.95	141,224.34	353,095.45
218-00000-11500	AR - Utility Billing	0.00	0.00	0.00	0.00	0.00
218-00000-11502	AR - Credit Card	0.00	0.00	0.00	0.00	0.00
218-00000-11504	AR - Misc	0.00	0.00	0.00	0.00	0.00
218-00000-11506	AR - Merchandise	0.00	0.00	0.00	0.00	0.00
218-00000-11900	Loans Receivable	0.00	181,177.16	140,893.34	63,214.89	258,855.61
218-00000-11910	Forgivable Loans Receivable	0.00	0.00	0.00	0.00	0.00
218-00000-13100	Due From Other Funds	0.00	0.00	0.00	0.00	0.00
218-00000-13202	Due From State of MN	0.00	0.00	0.00	0.00	0.00
218-00000-13206	Due From Other Gov't	0.00	0.00	0.00	0.00	0.00
	ASSETS Totals:	0.00	610,000.00	206,390.29	204,439.23	611,951.06
LIABILITIES						
218-00000-20200	Accounts Payable	0.00	0.00	140,391.00	140,391.00	0.00
218-00000-20700	Due to Other Funds	0.00	0.00	0.00	0.00	0.00
218-00000-22200	Def Rev	0.00	0.00	0.00	0.00	0.00
	LIABILITIES Totals:	0.00	0.00	140,391.00	140,391.00	0.00
FUND BALANCE						
218-00000-25000	Fund Balance / RE	0.00	-610,000.00	0.00	0.00	-610,000.00
	FUND BALANCE Totals:	0.00	-610,000.00	0.00	0.00	-610,000.00
	Fund 218 Totals:	0.00	0.00	346,781.29	344,830.23	1,951.06
	Report Totals:	0.00	0.00	1,395,464.85	1,158,095.90	237,368.95

SOUTH BEND NEIGHBORHOOD INFILL

Pre-approved, ready-to build housing

CITY OF
SOUTH BEND

The City of South Bend seeks to support neighborhood infill and economic opportunities for locals by offering a set of pre-approved building types. *This resource assists with small to middle scale housing development in South Bend neighborhoods. A "Sears Catalog" of housing options offer a range of contextually appropriate plans to individuals and developers that are interested in pursuing new construction infill projects within the City of South Bend. Pre-approved building types are permitted to be used in any zoning district throughout the City of South Bend that allows the selected building type per the current Zoning Ordinance. This process offers high-quality architectural plans with contingent building and site development approval. In exchange for significant time and cost savings, the buildings must be built to match the floor plans and building design, including all architectural details, with minor variations permitted. Each plan has been vetted specifically for South Bend with careful consideration given to current zoning regulations, typical lot configurations, common construction techniques, and market conditions. The process below outlines what you can expect once you initiate a permit set for a pre-approved building from the City.*

If you are ready to get started, contact the Department of Community Investment at 574-233-0311 or planning@southbendin.gov

Step 1: Site

(1) **Building Type.** Select a building type from the available pre-approved plans catalog. Note, the Small Apartment will require consultation with an architect and/or engineer to develop and complete the drawings provided to the applicant. A professional's stamp will be required.

(2) **Zoning District.** Confirm that the selected building type is allowed in the applicable zoning district and can fit on your property, including all setbacks required by the development standards of Section 21-03 of the South Bend Zoning Ordinance.

(3) **Contact.** Reach out to the Department of Community Investment to purchase the Permit Set for your building type.

(4) **Survey.** Locate or purchase a survey of your property from a local licensed land surveyor.

(5) **Site Plan.** Identify the preferred site configuration and orientation for your lot. Draw a site plan to show that all development standards are met. Site plans must be drawn to an engineer scale (e.g. 1" = 20') and include the size of the property (lot dimensions and area) as well as the size and setbacks of all proposed structures located on the property.

Step 2: Design Development

(1) **Facade Option.** Select from the available elevation design options, including all applicable details, and an exterior siding material per the provided building set.

(2) **Deviations.** Review the list of acceptable minor design deviations and discuss with the City. If any proposed changes are not listed, you are required to hire an architect to adjust the plans and submit updated drawings to the City for review and approval.

(3) **Contacts.** Identify your General Contractor and any sub-contractors (electrician, plumber, and HVAC information) that you will be working with to complete your pre-approved building. Ensure that they are familiar with the pre-approved building requirements and any design selections you desire. Contractors should be notified of the selected plan orientation and elevation option. Any pages of the permit set that do not apply to your selected elevation option should be removed or marked to avoid confusion.

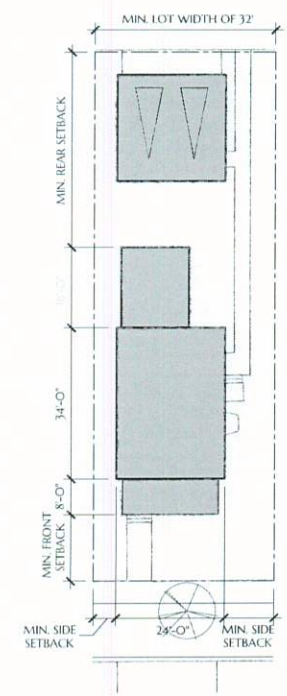
(4) **Cost Estimate.** Confirm the estimated cost of labor and materials with your contractor. Use the Small Developer Handbook for guidance on base assumptions and selections.

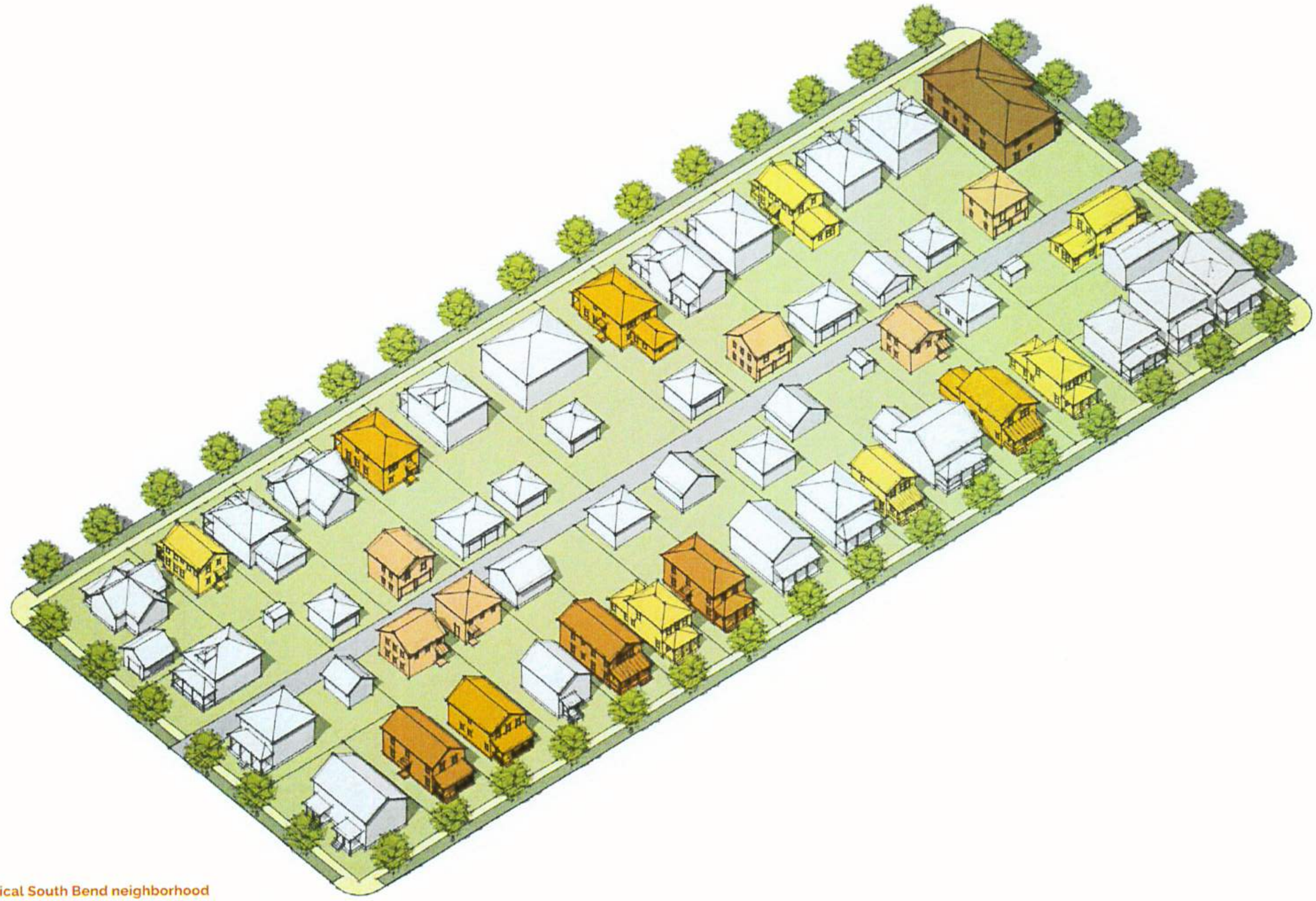
Step 3: Submittal

(1) **Application.** Submit your site plan, application, and associated fees to the Building Department. All buildings except Small Apartment shall use the "New House Permit Application." The Small Apartment shall use the "Commercial Building Permit Application."

(2) **Review.** The Building Department will review your application within 2 business days. They will issue an approval or let you know if any additional information or changes are required. The Small Apartment will be subject to an additional review period at the State level. Pre-approval may not be granted if your property is in a floodplain; requires an additional drainage report; or if your site plan does not meet the site configuration guidelines or requires a variance.

(3) **Exterior Inspection.** Once construction of a pre-approved building begins, on-site review of selected details and building elements may be scheduled by a member of the Zoning Administration team. This inspection will happen concurrently with the required building inspections.





A typical South Bend neighborhood block showing potential development of vacant lots using the pre-approved building types.

Neighborhood Infill

The pre-approved buildings are a tool to encourage infill development on vacant lots, calibrated especially for urban neighborhoods where social and economic factors may be unfavorable to new investment.

The architecture and scale of each building is intended to fit seamlessly into existing residential neighborhoods, filling in the gaps created by vacant lots and gently increasing the density where possible. This type of development plays a critical role in supporting locally-serving retail and public transportation options while also providing key solutions for housing affordability.

Recent housing market studies reveal a growing mismatch between the available housing stock of large single-family homes and a shift in demographic trends towards smaller households that prefer walkable neighborhoods. The City recognizes that fostering more diverse housing options can play an important role in meeting these needs and creating a high quality of life for all South Bend residents.

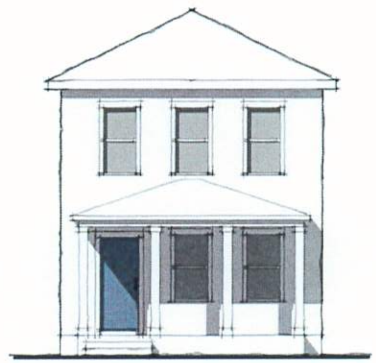
- Six-Plex Apartment
- Stacked Duplex
- Standard House
- Narrow House
- Carriage House

Variations to Increase Value & Reduce Construction Costs

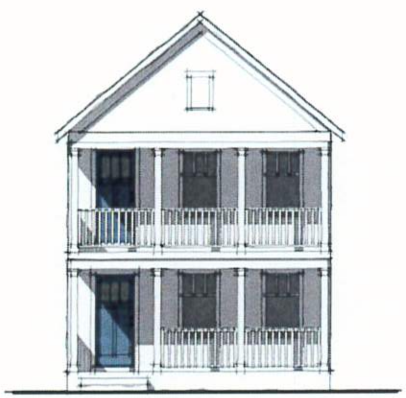
Pre-approved buildings offer a level of flexibility that also maintain predictable built results. While requiring compliance with the prescribed permit sets, these designs allow for a number of deviations that meet a range of cost considerations and preferences. Applicants can choose from different exterior materials and colors, amount of side/rear windows or trim, and variations in possible site configurations. Unless otherwise noted, exterior dimensions shall not be increased or decreased. However, interior layouts, finishes, fixtures, and appliances may be modified at the discretion of the applicant.

Furthermore, the plans accommodate options that increase the value of the house over time including a master suite addition, carriage house, and basement access that could be finished into added living space or an internal accessory dwelling unit as allowed by code.

Each building type offers three different facade designs available for use. The typical base option utilizes a gable roof, open eave detail, and simple porch details. Alternative designs provide for a hipped roof, closed eave, and sturdier porch columns with no railings. A third concept shows an additional level of craftsman details with shallow gable roofs, decorative brackets, rafter tails, and a low wall porch. The small apartment offers a more contemporary, flat roof design better suited for its scale. Variation in the allowed window configurations also add to the variety of possible facades. This combination of flexibility and variation in style results in a wide array of buildings to meet the needs of different applicants in every neighborhood.


Traditional Design Options



The Possibilities are Endless...

The Value of Design

The design of the pre-approved buildings carefully considers the context and scale of South Bend's oldest neighborhoods. These house designs prioritize simplicity, utilizing architectural styles and details that are functional, cost-effective, and stand the test of time. They are meant to be easy and straight-forward to build by both experts and novices alike.

Recognizing the cost constraints of new constructions, architectural elements were used strategically. The details selected are functional and add value, for both the owner and the neighborhood, that outweighs the cost of implementation. For example, porches add character to the street, give additional living space to the resident, and create a transition to the public sidewalk that fosters both safety and social benefits.

While these designs maximize efficiency, the intent is to allow for flexibility and inspiration. In addition to providing ready-to-go plans, these drawings are meant to be a resource that may be built upon. The pre-approved building sets can be used "as is" to get construction going quickly or they may simply provide a starting off point for projects that choose to follow the standard building permit process, providing a building envelope that can be adapted for alternative construction methods or other architectural styles.

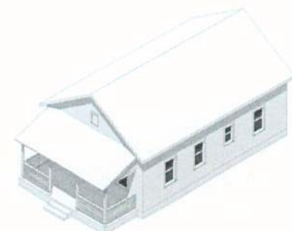
South Bend Neighborhood Infill | Overview

ALLOWED · SPECIAL EXCEPTION · NOT ALLOWED

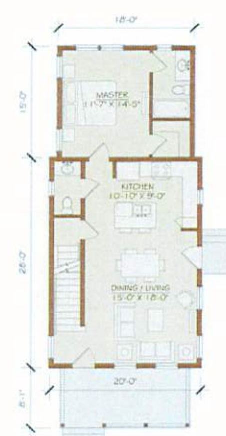
S1 S2 U1 U2 U3 UF NC DT

ALLOWED IN ALL ZONING DISTRICTS

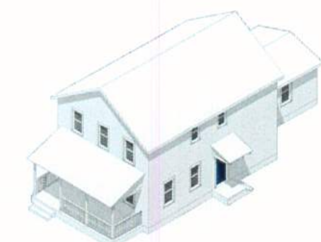
Carriage House	
Unit Configuration	1 bed / 1 bath
Unit Size	576 ft²
Optional	Garage Below
Lot Width	34' min.

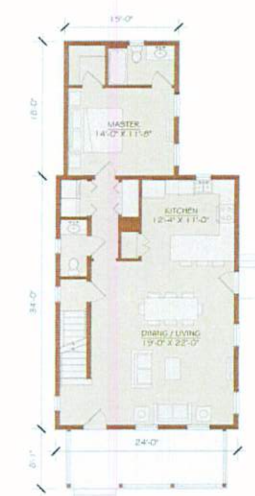


Cottage	
Unit Configuration	2 bed / 1 bath
Unit Size	864 ft²
Optional	Cottage Court
Lot Width	32' min.



Narrow House - 2 or 3 Bed	
Unit Configuration	2 bed / 1.5 bath +
Unit Size	1,120 ft² or 1,390 ft²
Optional	Master Suite
Lot Width	30' min.



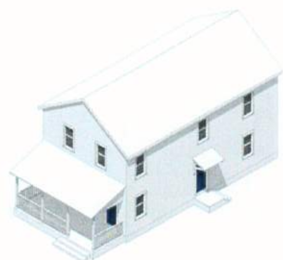


Standard House - 3 or 4 Bed	
Unit Configuration	3 bed / 2.5 bath +
Unit Size	1,632 ft² or 1,902 ft²
Optional	Master Suite
Lot Width	32' min.

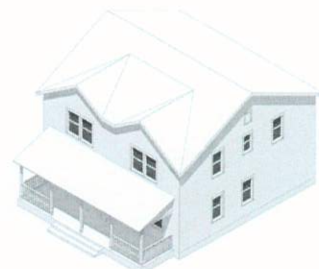
South Bend Neighborhood Infill | Overview

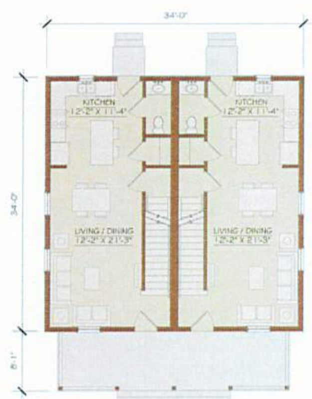
ALLOWED SPECIAL EXCEPTION NOT ALLOWED

S1 S2 U1 U2 U3 UF NC DT



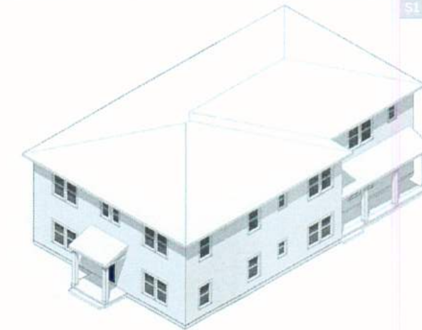
Stacked Duplex	
Unit Configuration	(2) 2 bed / 1 bath
Unit Size	880 ft²
Optional	Basement
Lot Width	32' min.





Side-by-Side Duplex	
Unit Configuration	(2) 2 bed / 1.5 bath
Unit Size	1,156 ft²
Optional	Basement
Lot Width	44' min.

S1 S2 U1 U2 U3 UF NC DT



Six-plex Apartment	
Unit Configuration	(4) 1 bed/1 bath + (2) 2 bed/1 bath
Unit Size	605 ft² - 845 ft²
Optional	4 units
Lot Width	50' min.

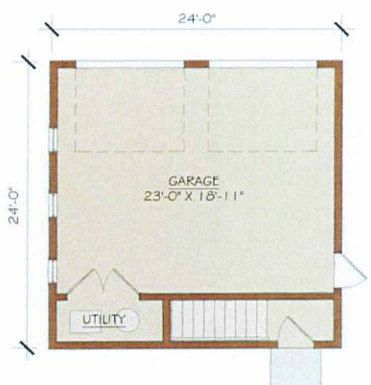
The Carriage House

The Carriage House is an ancillary dwelling unit with a private entrance, available to be located in the rear yard of any primary building. The additional unit typically sits above a 2-car garage and provides gentle neighborhood density, flexible living space for multi-generational arrangements, or opportunities for a rental income.

Option A

Option B

Option C



Ground Floor

Second Floor

ZONING DISTRICTS ALLOWED

S1 S2 U1 U2 U3 UF NC DT

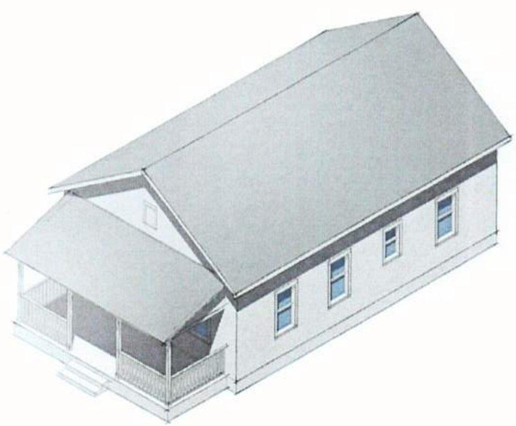
In a S1, U1, or U2 district the owner(s) of the lot upon which the carriage house is located shall occupy at least one of the dwelling units on the premises.

Building Type Overview	
Building Dimensions	
Building Height	2 story
Building Width	24'
Building Depth	24'
Program	
Unit Configuration	1 bed / 1 bath
Unit Size (gross building)	1,152 sq. ft.
Basement (unfinished)	None
Garage (unconditioned)	576 sq. ft.
2nd Floor	576 sq. ft.
Lot Standards	
Lot Width (min.)	34'
Lot Width (max.)	None
Cost Assumptions	
Preliminary Construction Estimates *	\$130,000 - \$180,000
Financing Options	Personal Financing

* Numbers shown are for basic estimation purposes only. Pricing is based on Fall 2021 cost assumptions and are subject to future market variation.

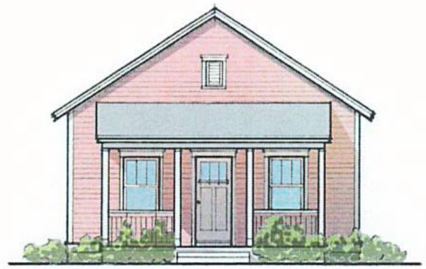
The Cottage

The 2-bedroom Cottage provides an efficient, yet comfortable detached option that allows single story housing living on infill lots or within a cottage court. This type includes alternative floor plan options for a side porch entry, slab on grade foundation for accessibility, and/or a stair configuration for basement access. The massing and elevation options reflect a simple vernacular character present throughout South Bend's neighborhoods.



ZONING DISTRICTS ALLOWED

S1 S2 U1 U2 U3 UF NC DT



Option A

Option B

Option C

Ground Floor

Alternate Ground Floor Plan: Side porch entry option (elevation not shown here) and possible basement stair configuration

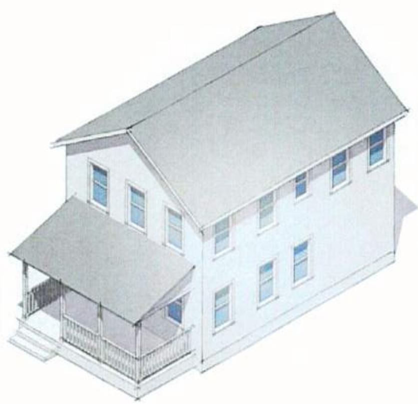
Building Type Overview	
Building Dimensions	
Building Height	1 story
Building Width	24'
Building Depth (incl. porch)	44'
Program	
Unit Configuration	2 bed / 1 bath
Unit Size (finished gross)	1,728 sq. ft.
Basement (unfinished)	864 sq. ft.
Porch (unconditioned)	144 sq. ft.
1st Floor	864 sq. ft.
Lot Standards	
Lot Width (min.)	32'
Lot Width (max.)	60'
Cost Assumptions	
Preliminary Construction Estimates *	$200,000 - $250,000
Financing Options	30-yr mortgage

* Numbers shown are for basic estimation purposes only. Pricing is based on Fall 2021 cost assumptions and are subject to future market variation.

South Bend Neighborhood Infill | Narrow House (2-bed)

The Narrow House (2-bed)

The 2-bedroom Narrow House provides an efficient, yet comfortable detached, fee-simple option that allows development of the city's most skinny infill lots. The massing and elevation options reflect a simple vernacular character present throughout South Bend's neighborhoods.



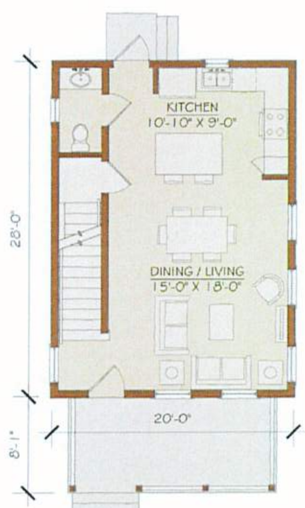
ZONING DISTRICTS ALLOWED

S1 S2 U1 U2 U3 UF NC DT

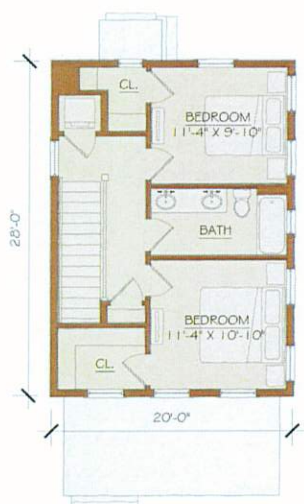
Option A

Option B

Option C



Ground Floor



Second Floor

Building Type Overview	
Building Dimensions	
Building Height	2 story
Building Width	20'
Building Depth (incl. porch)	36'
Program	
Unit Configuration	2 bed / 1.5 bath
Unit Size (finished gross)	1,120 sq. ft.
Basement (unfinished)	560 sq. ft.
Porch (unconditioned)	136 sq. ft.
1st Floor	560 sq. ft.
2nd Floor	560 sq. ft.
Lot Standards	
Lot Width (min.)	30'
Lot Width (max.)	60'
Cost Assumptions	
Preliminary Construction Estimates *	$200,000 - $250,000
Financing Options	30-yr mortgage

* Numbers shown are for basic estimation purposes only. Pricing is based on Fall 2021 cost assumptions and are subject to future market variation.

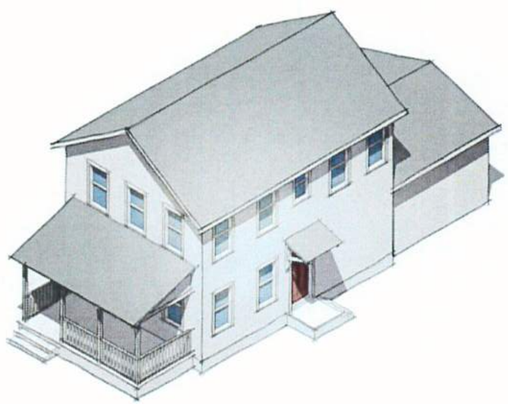
The Narrow House (3-bed)

The 3-bedroom version of the Narrow House provides an efficient, yet comfortable detached, fee-simple option that allows development of the city's most skinny infill lots. It maintains the same vernacular elevation options as the 2-bedroom Narrow House, however, a 1-story rear addition accommodates a ground floor master suite. This extension could also be modified into a one-car garage, office/workshop, or attached ancillary dwelling unit.

Option A

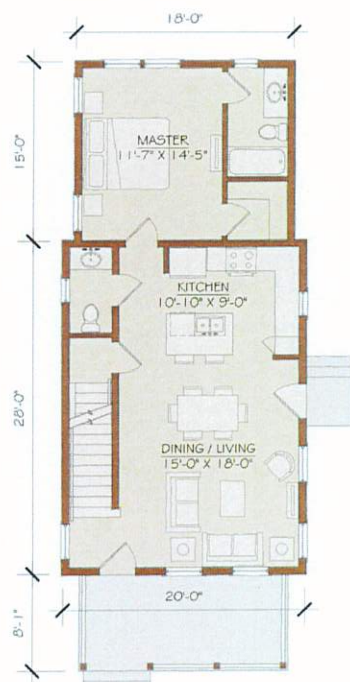
Option B

Option C



ZONING DISTRICTS ALLOWED

S1 S2 U1 U2 U3 UF NC DT



Ground Floor

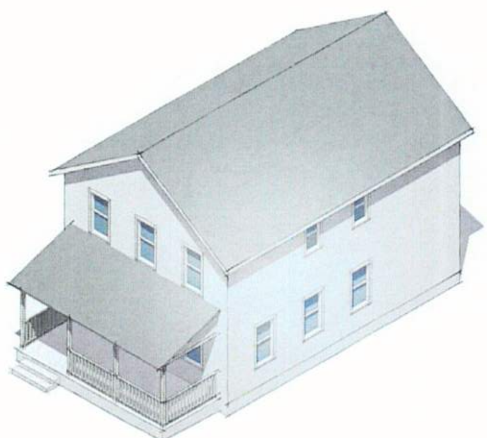
Second Floor

Building Type Overview	
Building Dimensions	
Building Height	2 story
Building Width	20'
Building Depth (incl. porch)	51'
Program	
Unit Configuration	3 bed / 2.5 bath
Unit Size (finished gross)	1,390 sq. ft.
Basement (unfinished)	830 sq. ft.
Porch (unconditioned)	136 sq. ft.
1st Floor	830 sq. ft.
2nd Floor	560 sq. ft.
Lot Standards	
Lot Width (min.)	30'
Lot Width (max.)	60'
Cost Assumptions	
Preliminary Construction Estimates *	$220,000 - $270,000
Financing Options	30-yr mortgage

* Numbers shown are for basic estimation purposes only. Pricing is based on Fall 2021 cost assumptions and are subject to future market variation.

The Standard House (3-bed)

The 3-bedroom Standard House provides a comfortable, open floorplan in a detached fee-simple option that fits the city's most common sized infill lots. The massing and elevation options reflect a simple vernacular character present throughout South Bend's neighborhoods.



ZONING DISTRICTS ALLOWED

S1 S2 U1 U2 U3 UF NC DT

Option A

Option B

Option C

Ground Floor

Second Floor

Building Type Overview	
Building Dimensions	
Building Height	2 story
Building Width	24'
Building Depth (incl. porch)	42'
Program	
Unit Configuration	3 bed / 2.5 bath
Unit Size (finished gross)	1,632 sq. ft.
Basement (unfinished)	816 sq. ft.
Porch (unconditioned)	168 sq. ft.
1st Floor	816 sq. ft.
2nd Floor	816 sq. ft.
Lot Standards	
Lot Width (min.)	32'
Lot Width (max.)	60'
Cost Assumptions	
Preliminary Construction Estimates *	$235,000 - $285,000
Financing Options	30-yr mortgage

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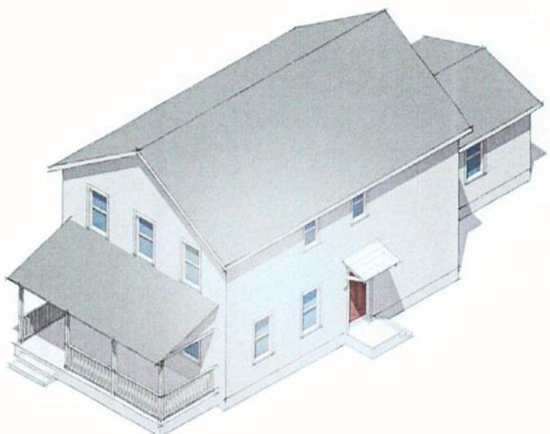
South Bend Neighborhood Infill | Standard House (4-bed)

The Standard House (4-bed)

The 4-bedroom version of the Standard House provides a comfortable, open floorplan in a detached fee-simple option that fits the city's most common sized infill lots. It maintains the same vernacular elevation options as the 3-bedroom Standard House, however, a 1-story rear addition accommodates a ground floor master suite. This extension could also be modified into a one-car garage, office/workshop, or attached ancillary dwelling unit.



Option A

Option B

Option C

Ground Floor

Second Floor

ZONING DISTRICTS ALLOWED

S1 S2 U1 U2 U3 UF NC DT

Building Type Overview	
Building Dimensions	
Building Height	2 story
Building Width	24'
Building Depth (incl. porch)	60'
Program	
Unit Configuration	4 bed / 3.5 bath
Unit Size (finished gross)	1,902 sq. ft.
Basement (unfinished)	816 sq. ft.
Porch (unconditioned)	168 sq. ft.
1st Floor	1,086 sq. ft.
2nd Floor	816 sq. ft.
Lot Standards	
Lot Width (min.)	32'
Lot Width (max.)	60'
Cost Assumptions	
Preliminary Construction Estimates *	\$255,000 - \$305,000
Financing Options	30-yr mortgage

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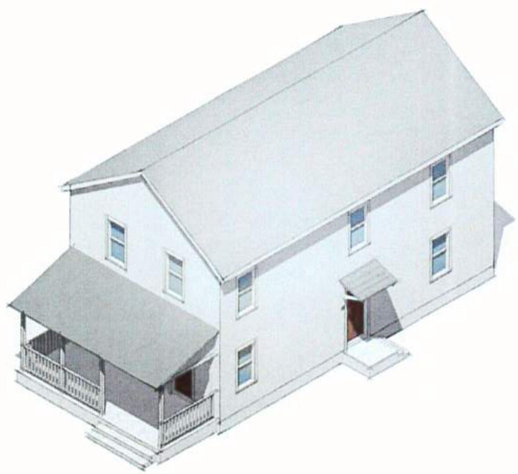
South Bend Neighborhood Infill | Stacked Duplex

The Stacked Duplex

The Stacked Duplex provides two identical 2-bedroom units that support a slight increase of density and the development on the city's most narrow infill lots with affordable housing options. The massing and elevation options fit within the scale and vernacular character of South Bend's oldest urban neighborhoods. An optional basement could provide storage or expansion of the ground floor unit.



ZONING DISTRICTS ALLOWED

S1 S2 U1 U2 U3 UF NC DT

Option A

Option B

Option C

Ground Floor

Second Floor

Building Type Overview	
Building Dimensions	
Building Height	2 story
Building Width	22'
Building Depth (incl. porch)	48'
Program	
Unit Configuration	2 bed / 1 bath
Unit Size (finished gross)	1,760 sq. ft.
Basement (unfinished)	880 sq. ft.
Porch (unconditioned)	176 sq. ft.
1st Floor	880 sq. ft.
2nd Floor	880 sq. ft.
Lot Standards	
Lot Width (min.)	32'
Lot Width (max.)	70'
Cost Assumptions	
Preliminary Construction Estimates *	$320,000 - $370,000
Financing Options	30-yr mortgage

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The Side-by-Side Duplex

The Side-by-Side Duplex provides two identical 2-bedroom units separated by a common wall. This configuration supports a slight increase of density while accomodating larger units that also offer an opportunity for rental income from one of the units. The massing and elevation options fit within the scale and vernacular character of South Bend's oldest urban neighborhoods. An optional basement could provide storage or expansion of the ground floor units.

Building Type Overview	
Building Dimensions	
Building Height	2 story
Building Width	34'
Building Depth (incl. porch)	42'
Program	
Unit Configuration	(2) 2 bed / 1.5 bath
Building Size (finished gross)	3,468 sq. ft.
Basement (unfinished)	1,156 sq. ft.
1st Floor	1,156 sq. ft.
2nd Floor	1,156 sq. ft.
Lot Standards	
Lot Width (min.)	44'
Lot Width (max.)	75'
Cost Assumptions	
Preliminary Construction Estimates *	$370,000 - $420,000
Financing Options	30-yr mortgage

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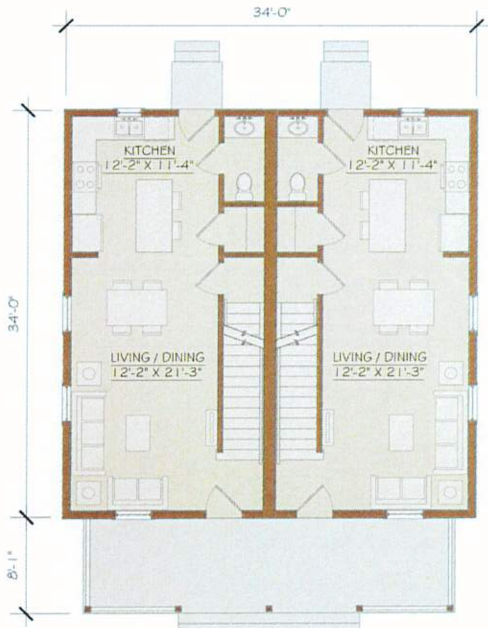
ZONING DISTRICTS ALLOWED

S1 S2 U1 U2 U3 UF NC DT



Ground Floor

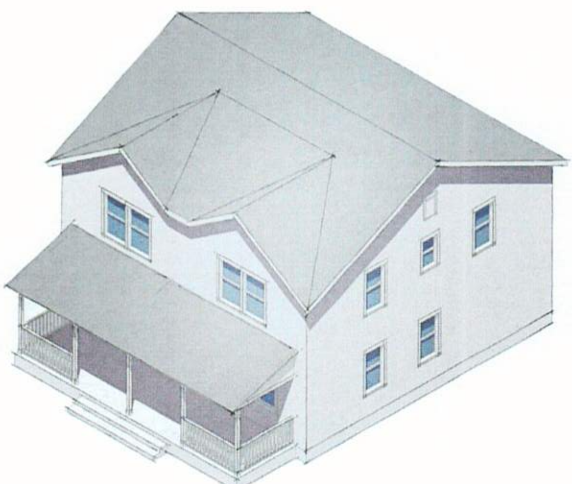
Second Floor

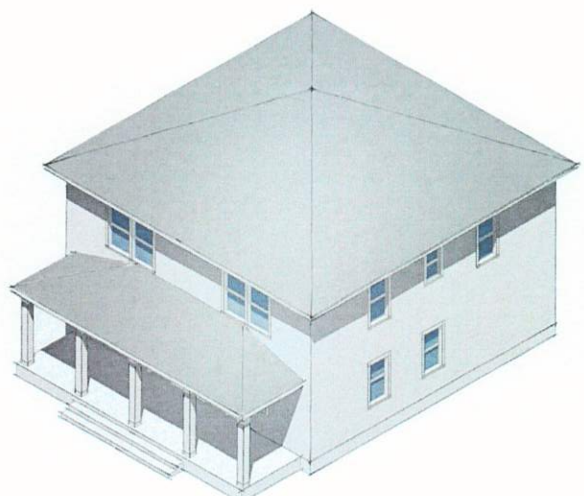
South Bend Neighborhood Infill | Side-by-Side Duplex

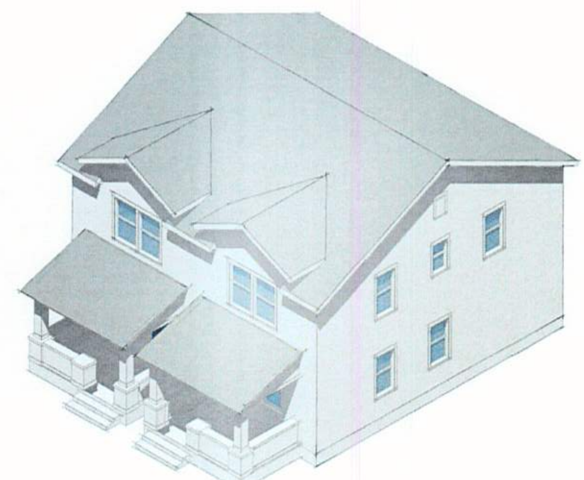
Option A

Option B

Option C







The Six-plex Apartment

The Small Apartment offers a multi-family infill building housing 6 units. It maintains a 2-story massing, simple facade compositions, and a narrow width that can fit into most urban neighborhoods, particularly well suited for corner lots. This modest building provides a increase in critical density that can support more walkable environments and affordable housing options.

Building Type Overview	
Building Dimensions	
Building Height	2 story
Building Width	40'
Building Depth (incl. stoop)	72'
Program	
Unit Configuration	(4) 1 bed / 1 bath
	(2) 2 bed / 2 bath
Building Size (finished gross)	4,840 sq. ft.
Basement (unfinished)	None
1st Floor	2,450 sq. ft.
2nd Floor	2,390 sq. ft.
Lot Standards	
Lot Width (min.)	50'
Lot Width (max.)	80'
Cost Assumptions	
Preliminary Construction Estimates *	$685,000 - $735,000
Financing Options	Commercial

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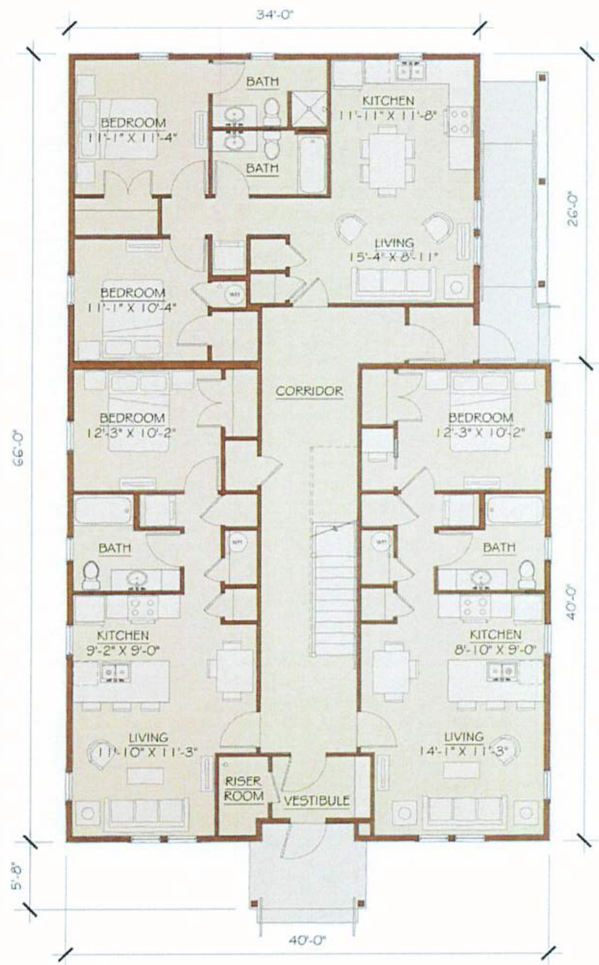
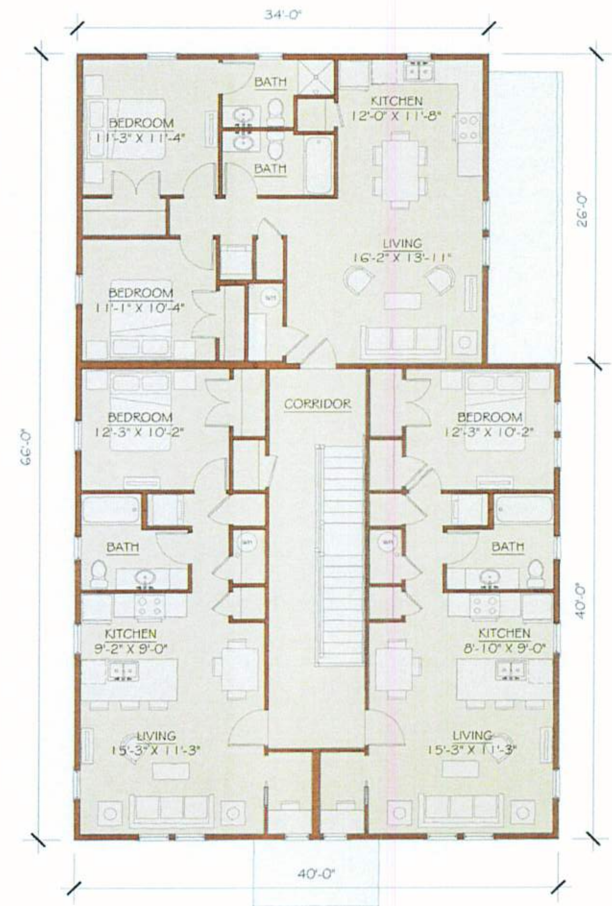
ZONING DISTRICTS ALLOWED

S1 S2 U1 U2 U3 UF NC DT



Ground Floor



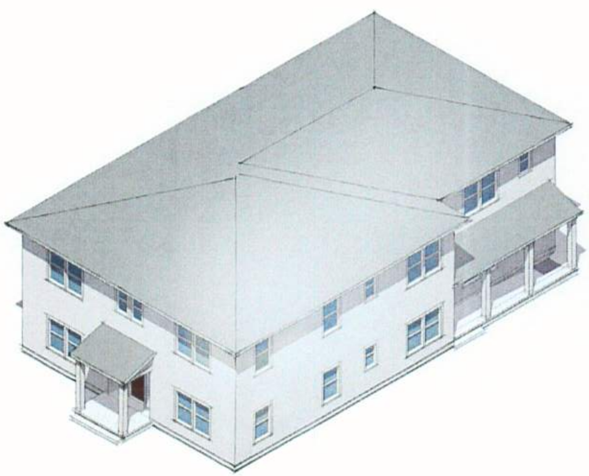
Second Floor

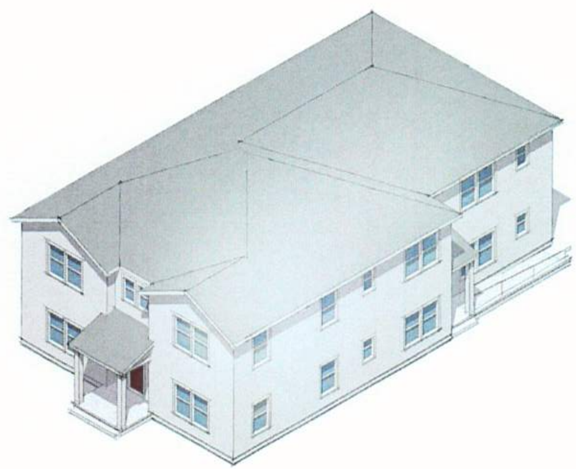
South Bend Neighborhood Infill | Six-plex Apartment

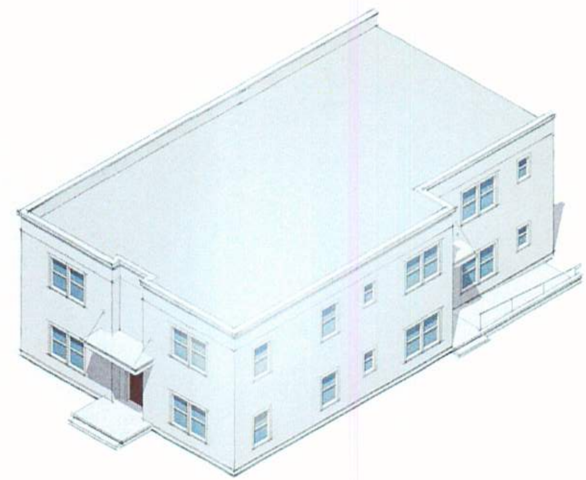
Option A

Option B

Option C







R2S Residential Analysis