

Approved 9/18/18**1. 8:00 A.M. Opening Items****1.1. Call to order at 8:00 A.M.**

- 1.2. Present on Roll Call:** John Karsten, Nancy Vanderkin, Mayor Julie Nickel, Sue VandeBerg, Cassandra VerHage,
Jill Vanderkin arrives following roll call
Members absent: Derek Drews
Administration Present: City Administrator/Director of Economic Development Kathy Schlieve, City Attorney Dan VandeZande, Public Works Director Jeff Daane, Accountant Michelle Kast
Audience Present: Dylan Weber of Fox Computer, Renee Hataway of Photo Focus Photography, 435. E Main property owner Steve Awve, Steve Tremlett of MSA Professional Services, and Tom Lanser of Gremmer & Associates.

2. Consider approval of the following agenda items**2.1. Minutes for June 19, 2018**

Action: Motion N. Vanderkin second by VandeBerg to approve the minutes.
Motion carried 5:0.

Arrival of J. Vanderkin.

2.2. Financial Reports for July 2018

Action: Motion J. Vanderkin second by VerHage to approve the financial reports.
Motion carried 6:0.

3. Discussion Items**3.1. Outstanding Grant Applications – Schlieve reviewed:**

- 1.** Jeff Collien, Club Fitness and former H&R Block property, 306 & 310 E. Main
Kathy reported: project is near completion, project became larger as it progressed, BID Board will resolve this application by next meeting on September 12, recommends CDA do the same
(Item 7.1) Action: Motion N. Vanderkin, second by J. Vanderkin to extend Jeff Collien's grant application for 306 and 310 E. Main to September 12, 2018.
Motion carried 6-0 on roll call.
- 2.** Randa Strook, Roadside Relics – Grant expires at end of year, looking at an August closing on property, then work will commence

3.2. New Grant Applications**3.2.1. Dylan Weber-Fox Computer & Networking, 512 E. Main**

Dylan presented his grant application, prior property owner approached him to purchase the property earlier this year, he acquired it but it is need of work, HVAC was done, plan to try to keep and repair windows rather than replace, probably a 2019 project, this application is for façade repair and tuck-pointing to preserve the original brick work, estimated cost is

\$5,800, BID approved \$2,000 grant, half of the remaining balance would be requested for CDA consideration - \$1,900

3.2.2. Renee Hattaway-Photo Focus Photography, 427 E. Main

Renee presented her application, she has taken over old Pretty Turtle Boutique building, project includes paint/signage/light at an estimated cost of \$2,211.61; BID approved \$1,105.81, half of the balance not covered by BID is \$552.90.

3.2.3. Steve Awve, 435 E. Main

1. Steve reported: the restaurant project is on the home stretch, about 90% complete, kitchen area to wrap up yet, trying to keep everything as close to original as possible
2. Kathy reported: been stopping in quite a bit since May, a lot of progress on inside of the building, making sure the project completes with occupancy no later than the end of September, no extension, pay out \$30,000 grant award that was previously requested, including tenant with lease, tenant will need 30 days to get equipment set up so it would take a month after building is set up for the business to open up

3.3. Administrator Report

Kathy reported: Streetscape survey results will be reviewed; Kate Bresser's jewelry store project set to begin in August; received confirmation of acceptance into Connect Communities again; Chamber hired staff which will help in coordinating efforts; in the Industrial Park DNR issued air permit on soybean crushing facility, project is advancing and is now with EPA for review; West side is seeing movement, Anding building sold to Cocca Development who is working Tractor Supply as the anchor tenant; will see a slightly different approach on the school site, breaking down into smaller lots for commercial use, have a development getting ready to proceed then there will be land for sale; aging in place initiative conducted a senior survey which is closing soon, fewer responses from caregivers but more from older adults, population is aging; Rachel attended training and is certified as a dementia specialist, she can train businesses in how to deal with those with dementia

4. Consider convening in closed session

4.1. Pursuant to State statute Section 19.85(1)(e) to deliberate on the investing of public funds within TIF 3

Action: Motion N. Vanderkin second by VerHage to convene in closed session

4.2. Adjourn or recess closed session and continue with the open session meeting pursuant to State statute §19.85(2)

Action: Motion N. Vanderkin second by VerHage to reconvene in open session.
Motion carried 6-0.

5. Reconvene in open session

6. Discussion Items (Continued)

- 6.1. Streetscape Plan – Stephen Tremlett, MSA Professional Services (agenda items 6.1 – 6.1.4. taken out of order, following agenda item 7)
 - 6.1.1. Review Survey Results
 - 6.1.2. Discuss Streetscape Furniture Alternatives
 - 6.1.3. Discuss Redevelopment Concepts
 - 6.1.4. Brainstorm Streetscaping Ideas
7. Consider approval of the following action items
 - 7.1. Grant Extension
 - 7.1.1. Jeff Collien, 306 & 310 E. Main (see item 3.1 above)
 - 7.2. New Grant Applications
 - 7.2.1. Dylan Weber-Fox Computer & Networking, 512 E. Main
Action: Motion Karsten second by VandeBerg to approve 50% of eligible (non BID-funded) expenses, up to a maximum of \$1,900.
Motion carried 6-0 on roll call.
 - 7.2.2. Renee Hattaway-Photo Focus Photography, 427 E. Main
Action Motion J. Vanderkin second by N. Vanderkin to approve 50% of eligible (non BID-funded) expenses, up to a maximum of \$552.90.
Motion carried 6-0 on roll call.
 - 7.2.3. Steve Awve, 435 E. Main
Schlieve reported: this is a new consideration with no extensions to be considered, requiring an occupancy permit by September 30 or no grant funding
Action: Motion N. Vanderking second by VandeBerg to approve a \$30,000 grant, subject to the terms of the agreement drafted by Administrator Schlieve.
Discussion on how this is different than before – progress. Approval of this won't impact available grant funds, this is a separate pot of funds for strategic projects.
Motion carried 6-0 on roll call.

Streetscape Plan (Item 6 above) – Stephen Tremlett, MSA Professional Services

Review Survey Results (Item 6.1.1.)

Steve reviewed: parking not an issue, discussion on bump-outs and snow removal, infiltration within the terrace, plant life and maintenance discussion, potential of BID to hire someone to do the maintenance

Vanderkin leaves at 9:03

Discuss Streetscape Furniture Alternatives (Item 6.1.2.)

Discussion on combination trash/recycling receptacles, prefer lids, color palette identified during branding, new bike racks will stay

Karsten leaves at 9:07

Discuss Redevelopment Concepts (Item 6.1.3.)

Option 1 includes removal of the Rock Shop, discussion on the need to block sound, possible incorporation of a statue into the space, farmers market usage discussion, possible stage addition, WFA may prefer to stay in Dodge Park, focus on gathering for arts and farmers market

Dylan Weber: WFA wish list for concerts includes fixed restroom, fixed concession space with permanent refrigerator, band stand with roof and some lighting, sunset in eyes of performers with current design

Option 2 shows new mixed use building in portion of the space, the development within the current or overlay TID could help pay off the improvements, flip side stages on 1a and 1b, also pursue with no stage, create destination points – like splash pad – to draw people downtown, not event driven which requires volunteers, winter ice rink

Tom/Gremmer regarding bump-outs: bump-out is huge tool to get curb ramps in, look at for ADA standpoint, discussion on involvement with S. Madison street project, sidewalks - anytime you paint defer to DPW to see how they'll maintain it, varies from community to community but border or colored area is what they see most, haven't seen a lot of stamped asphalt

Brainstorm Streetscaping Ideas (Item 6.1.4.)

Buffer space could be utilized to increase sidewalk width, this would slow traffic which is desired, or could the buffer space be used for bike lane, to reduce speeds – bumpouts, trees, narrow roadway, put things closer to where they travel, suggested areas for bumpouts, Board of Public Works is looking at S. Madison Street not being a truck route and directing it to Watertown in 2019, make a gradual corner that snowplow can make the corner and street sweeper can get in the corner to clean

Next steps – full layout and streetscape concept, flip plaza design. Dodge Park neighbors are requesting splash pad at Dodge Park – cost is \$150-\$250K – interactive fountains are less cost, look into Street banners also

8. Advanced Planning

8.1. Possible future agenda items

8.2. Set next meeting date: Tuesday, September 18, 8:00AM

9. Adjournment

Action: Motion VerHage second by J. Vanderkin to call the meeting adjourned at 9:42AM. Motion carried 4:0.

Michelle Kast, Accountant