

Approved 6/19/18

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, Jill Vanderkin, Nancy Vanderkin, Mayor Julie Nickel, Sue VandeBerg, Derek Drews.

Late arrival: Cassandra VerHage

Administration Present: City Administrator/Director of Economic Development Kathy Schlieve, City Attorney Dan VandeZande, Accountant Michelle Kast.

Audience Present: None

2. Consider approval of the following agenda items

2.1. Minutes for March 20, 2018

Action: Motion J. Vanderkin second by Karsten to approve the minutes. Motion carried 6:0.

2.2. Financial Reports for March 2018

Action: Motion N. Vanderkin second by VandeBerg to approve the financial reports. Motion carried 6:0.

3. Discussion Items

3.1. Outstanding Grant Applications – Schlieve reviewed:

1. Dean Fuller's tuck-pointing project is in progress but has stopped due to the weather
2. Bishop's project should be on track
3. Collien's applications – windows installed, stucco is on hold, grant expires today, need extension
4. Randa Strook is hoping to close on property in May, will do extension once closing is set, also going to plan condition for conditional use permit
5. Action on Collien application extension (see 4.1 below)

3.2. New Grant Applications

3.2.1. Body Logic Therapeutic Massage, 6 S. Madison

1. Owner is adding double-sided projecting sign at an estimated total cost of \$1,175.88
2. The project will need to go to the Plan Commission for a Conditional Use Permit
3. The BID Board approved 50% of sign expenses, for a total of up to \$487.94, pending approval of a Conditional Use Permit.

Arrival of VerHage at 8:09.

4. Discussion on ordinance and Conditional Use Permits.

5. Action on Body Logic grant application (see 4.2 below)

3.3. Administrator Report

1. Signed a streetscape planning contract with MSA, will begin asset inventory of downtown and parking assessment on Monday, will include Rock Shop walkthrough; MSA will present at June meeting
2. Awve property – purchase is not happening, unable to come to agreement on price; now working with restaurant operator with ability to finish work, if firm agreement is established will be brought before CDA for grant consideration
3. House of Human sold to Ken Liebenow, plans to renovate to be a restaurant, looking for operator to run restaurant
4. May 4 Wine Walk, tickets sold out in 14 days, 250 people
5. Farmer's Market kick off in June, second Saturday sidewalk sale along with it
6. Ripon Streetscaping event – specific to their community, expert from Franklin, TN, Kathy and Sue attending next Wed 4/25, 5:30-7:30PM, depart 4:45
7. Teresa Ruch participating in entrepreneurship livestream event at Utility Conference Room, April 27
8. We host WEDC event in May, façade improvements to boost business
9. Housing grant session May 8, 6-7pm at the Library; discussion on Block Grant program fraud calls, put together notices

4. Consider approval of the following action items

4.1. Grant Extension

4.1.1. Jeff Collien, 306 & 310 E. Main

Action: Motion N. Vanderkin, second by VandeBerg, to extend deadline for grant applications to June 30, 2018. Motion carried 6-0.

4.2. New Grant Applications

4.2.1. Body Logic Therapeutic Massage, 6 S. Madison

Action: Motion Karsten, second by J. Vanderkin to approve 50% of eligible (non BID-funded) expenses, up to a maximum of \$343.97. Motion carried 7:0.

4.3. Grant Application Revision – Local Contractor Language

Discussion on language recommendation from City Attorney

Action: Motion VandeBerg, second by J. Vanderkin to incorporate local contractor verbiage from City Attorney. Motion carried 7:0 on roll call.

5. Advanced Planning

- 5.1. Possible future agenda items: projects and committee appointments in May, streetscaping in June

5.2. Set next meeting date: Tuesday, May 15, 8:00AM

6. Adjournment

Action: Motion N. Vanderkin second by Drews to call the meeting adjourned at 8:28am. Motion carried 7:0.

Michelle Kast
Accountant