

Approved 4/17/18

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, Cassandra VerHage, Derek Drews.

Absent: None

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

Audience Present: Rohn Bishop, 307 E. Main

2. Consider approval of the following agenda items

2.1. Minutes for February 28, 2018

Action: Motion N. Vanderkin second by J. Vanderkin to approve the minutes.

Motion carried 7:0.

2.2. Financial Reports for February 2018

Action: Motion Drews second by Karsten to approve the financial reports.

Motion carried 7:0.

3. Discussion Items

3.1. Outstanding Grant Applications – Schlieve reviewed:

1. Dean Fuller should be starting any day, anticipate being on track

2. Jeff Collien is trying to get contractor lined up but hopes to get started

3. No change with Randa Strook, likely the CDA will get a request to extend the grant

3.2. New Grant Applications

3.2.1. Rohn & Krista Bishop, 307 E. Main – Rohn reviewed:

1. Replacing 3 front windows, will fill original opening, install around end of May, project cost is \$5,680.19, BID approved a \$2,000 grant, eligible balance is \$3,680.19, a 50% CDA grant of \$1,840.10 is requested

3.3. Housing Grant Program Summary Report – Kast reviewed handout

3.4. Administrator Report – Schlieve reviewed:

1. Truck stop opened, sneak preview event for Chamber members tomorrow night

2. Facebook for business event tonight at Werner-Harmsen

3. Offer on House of Hunan, potentially closing in April

4. Chamber had offer out, they declined, working on plan B; Farmer's Market manager has been hired, she's a vendor

5. Streetscaping contact will likely be here for next meeting on April 17

6. Posted part-time economic development coordinator position yesterday

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 VandeBerg 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
5. Reconvene in open session
6. Consider approval of the following action items
 - 6.1. New Grant Applications
 - 6.1.1. Rohn & Krista Bishop, 307 E. Main
 1. Discussion on trying to get a local estimate, members in favor, Dan expressed concern with requiring, will work on language

Action: Motion Karsten, second by VandeBerg to approve 50% of eligible (non BID-funded) expenses, up to a maximum of \$1,840.10. Motion carried 7:0 on roll call.
7. Advanced Planning
 - 7.1. Possible future agenda items: Streetscape Plan
 - 7.2. Set next meeting date: Tuesday, April 17, 8:00AM
8. Adjournment
Action: Motion N. Vanderkin second by J. Vanderkin to call the meeting adjourned at 8:32am. Motion carried 7:0.

Michelle Kast
Accountant