

Approved 1/16/18

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. Cassandra VerHage arrives after roll call.
Administration Present: City Administrator/Director of Economic Development Kathy Schlieve, City Attorney Dan VandeZande, Administrative Assistant/Accountant Michelle Kast.

Audience Present: Randa Strook, Roadside Relics

2. Consider approval of the following agenda items

2.1 Minutes for October 17, 2017

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

2.2 Financial Reports

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

(Arrival of VerHage.)

3. Discussion Items

3.1 Outstanding Grant Applications - Schlieve reported:

1. Two outstanding – Jeff Collien and Steve Awve
2. We've been informed that Mr. Awve was working on the project, however, the grant has expired and he will need to reappear before the CDA to request grant funds. The money from that grant (\$30,000) is available.
3. Reminder of the \$30,000 budget for 2018

3.2 New Grant Applications

3.2.1. Roadside Relics, 10 Jackson Street

Randa Strook reported she is buying the Vandestreek Coal and Oil property – the barn and red building. Closing will be 1/15/18 or earlier. The project includes gutting the barn and opening it up to use as a work area and using the building for a retail store. Total project cost is \$28,711.47. Additional furnace and electrical work will also need to be done, outside of this grant application. Grant program guidelines state the maximum grant is \$5,000. The CDA may consider approving more for this size project. Discussion on contamination and due diligence.

3.3 Housing Grant Program Summary Report

1. Kast reviewed the new semi-annual report
2. Discussion on program history

3.4 Administrator Report – Schlieve reported:

1. Getting bids for ornate hangers, discussed with Jeff getting downtown pots removed after Christmas
2. Historic District – Council took action at their last meeting to pursue creation of a historic district, the nomination fee will be funded by a grant, 12-18 month process
3. Chamber – position should be posted soon, take a more collaborative approach with businesses
4. Connect Communities/Downtown Promotions – discussions on a wine walk which will be coordinated with the Chamber
5. Lunch and Learn program with WEDC in May
6. Going after a second grant for downtown, Teresa Ruch is presenting today, Tyra received entrepreneurial grant for Reiki Essentials and Wellness
7. Aging Grant – pursuing a planning grant with hospital, grant through UW, this will affect businesses, training them to understand what dementia is and how to handle that

4. Consider approval of the following action items

4.1 Grant Application Promotion Plan – Schlieve reported:

1. More communication with building and business owners
2. Turn into e-newsletter to business community on fairly regular basis
3. One packet of information
4. Educate about grants available / entrepreneurial things we'll be doing / historic district creation
5. 2/1 deadline for first round of applications
6. Members in favor

No action taken.

4.2 New Grant Applications

4.2.1. Roadside Relics, 10 Jackson Street

It was noted that the application includes some non-eligible items, such as roof materials. Discussion on off-Main Street location. Discussion on maximum grant funding. Members give consideration to granting more than the \$5,000 max for several reasons: property has a low assessed value, approaching issuing a raze order, the area is blighted, the project presents opportunity to generate increment, the business brings people into town.

Action: Motion N. Vanderkin, second by VandeBerg to approve 50% of project expenses (\$28,711.47) up to a maximum of \$14,355.74. Motion carried 7:0 on roll call.

5. Advanced Planning

5.1 Possible future agenda items: Housing

5.2 Set next meeting date: 1/16/18 at 8:00am

6. Adjournment

Action: Motion N. Vanderkin second by VerHage to call the meeting adjourned at 8:43am. Motion carried 7:0.

Michelle Kast
Administrative Assistant/Accountant