

Approved 12/19/17

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, Derek Drews.

Jill Vanderkin arrives following roll call.

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

No Audience Present.

2. Consider approval of the following agenda items

2.1 Minutes for August 22, 2017 and August 30, 2017

Action: Motion N. Vanderkin second by VerHage to approve the minutes. Motion carried 7:0.

2.2 Financial Reports

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

Motion carried 7:0.

3. Discussion Items

3.1 Outstanding Grant Applications - Schlieve reviewed outstanding grant applications. Two are outstanding but have not yet expired. Mr. Awve's corner restaurant project is also outstanding. He's requesting consideration for full grant payout and has been informed that we would need to see significant progress to consider the request. He plans to stop in this week with an update.

3.2 New Grant Applications

3.2.1. Jeff Collien – 306 E. Main

Schlieve presented on Jeff's behalf as he was out of town on business. The project includes replacing windows and siding the back of the building at an estimated cost of \$8,750. The application is BID eligible but hasn't gone to BID yet. Factoring in a BID grant estimated at \$2,000, the CDA grant request is \$3,375.

3.2.2. Jeff Collien – 310 E. Main

Collien's have acquired the H&R Block building which was originally part of their 306 E. Main building. The project includes window and door replacement and new awnings and façade work to match the 306 E. Main property. Estimated cost is \$16,250. 50% of non-BID covered expenses is \$7,125, however, the grant maximum is \$5,000.

3.3 Historic Tax District – Schlieve reported:

1. Downtown property owners and tenants were invited to attend an informational meeting on Oct 3rd where the State Historical Society presented

2. 20% tax credits for each state and federal

3. No opposition to the creation of the district
4. No vote needed to pursue district creation, next step is to hire a consultant to write nomination papers which go to the state for review, if it makes state registry will more than likely make federal registry
5. CDA support fees of up to \$10,000 are included in the 2018 budget to write the nomination
6. Would be a similar process if we were to pursue a residential district near Carrington/Watertown Streets, which may be done in the future
7. Can schedule one additional meeting for the property owners/tenants, then bring it to the Council so we don't hit any barriers
8. Discussion on becoming a certified local government, which has come up during our comp plan update

3.4 Administrator Report – Schlieve reported:

1. Downtown Planters: last week BID unanimously recommended removal of planters from downtown, reviewed proposed hanging baskets, a downtown walk-around to identify what needs to be addressed will be planned for spring 2018, facility study also taking place in 2018, holding off on previously discussed upgrades (auditorium, burying lines) until study is done
2. Budget/RFP: Next week presenting first draft of budget to council, going to RFP for building inspection and zoning administration services, ED plan identified the need to make improvements there if we expect to grow
3. Tourism/Connect Communities: Working with Fond du Lac tourism, putting TVs with current events in local hotels, working on website, BID approved another \$2,000 for Connect Communities which we hope to align with the Chamber - get everybody working together toward a common goal
4. Development: road closed for Heritage Ridge, should be done within 3 weeks, going to bid on Washington school, it will be coming down
5. Pathways and Partnerships: workforce is a huge issue, working to get better partnerships with businesses and education system, job fair being held, open to community
6. Downtown Promotions: hosting Halloween on Main, Shop Small the Saturday after Thanksgiving.

4. Consider approval of the following action items

4.1 2018 Budget and Promotion

Schlieve presented 2018 draft budget which sets aside \$30,000 for grants for each of next 10 years, begins repaying interest for funds advanced from the city, and establishes a reserve for a source of funds to take on larger projects. Discussion on grant application deadline for long-range planning purposes. Members in favor, a timeline will be established.

No action taken.

4.2 Housing Program Write-Offs

Kast reviewed write-off requests due to foreclosures, which total \$15,157.82 for the HOME/HCRI program and \$42,830.15 for the CDBG program.

Action: Motion N. Vanderkin, second by Karsten to approve housing program write-offs. Motion carried 7:0 on roll call.

4.3 New Grant Applications

4.3.1. Jeff Collien – 306 E. Main

Action: Motion N. Vanderkin, second by VerHage to award 50% of non-BID covered expenses (estimated at \$6,750) up to a maximum of \$3,375 for completion of the project. Motion carried 7:0 on roll call.

4.3.2. Jeff Collien – 310 E. Main

Action: Motion Karsten, second by VandeBerg to approve the maximum grant of \$5,000 for completion of the project. Motion carried 7:0 on roll call.

5. Advanced Planning

5.1 Possible future agenda items: Gysbers Jewelry façade repair application next spring, Awve project, 2018 promotion plan

5.2 Set next meeting date: December 19, 2017, unless something comes up creating a need to meet earlier

6. Adjournment

Action: Motion N. Vanderkin second by Karsten to call the meeting adjourned at 8:53am. Motion carried 7:0.

Michelle Kast

Administrative Assistant/Accountant