

Approved 3/20/18

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, Derek Drews

Excused: Mayor Julie Nickel, Sue VandeBerg, Cassandra VerHage

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

Audience Present: Dean Fuller, Fond du Lac Street Properties

2. Consider approval of the following agenda items

2.1 Minutes for January 16, 2017

Action: Motion N. Vanderkin, second by J. Vanderkin to approve the minutes. Motion carried 4:0.

2.2 Financial reports for December 2017 and January 2018

Action: Motion Drews, second by J. Vanderkin to approve the financial reports. Motion carried 4:0.

3. Discussion Items

3.1 Outstanding Grant Applications - Schlieve reported:

1. Jeff Collien is having some difficulty getting a contractor but feels the project will be on target.
2. Roadside Relics will not meet the deadline. Closing has been delayed, was scheduled for last Friday and is now on or before May 1. Once it closes they will come back to the CDA with an amended project completion date.

3.2 New Grant Applications

3.2.1. Dean Fuller, Fond du Lac Street Properties

1. Dean Fuller reported that he hired a contractor to re-tuckpoint the Fond du lac Street side of his building, primarily the upper floors. They hope to be completed by mid-March. Project cost is \$5,600.00, BID granted \$2,000.00. Eligible balance is \$3,600.00, a 50% CDA grant of \$1,800.00 is requested.

4. Consider approval of the following action items

4.2 New Grant Applications

4.2.1. Dean Fuller, Fond du Lac Street Properties

Action: Motion J. Vanderkin, second by N. Vanderkin to approve a grant of 50% of non BID-funded expenses (estimated at \$3,600.00), up to a maximum of \$1,800.00. Motion carried 4:0 on roll call.

4.1 Housing Program Write-Offs

Action: Motion Drews, second by J. Vanderkin to approve CDBG program write-offs totaling \$18,462.00. Motion carried 4:0 on roll call.

3. Discussion Items (resumed)

3.3 Streetscape Planning – Schlieve reported:

1. In talking with other communities, planters on post require a lot of watering
2. Take time to develop master plan, rather than random improvements
3. Work primarily with CDA but do community surveys as well
4. Downtown must look like the center of commerce
5. Will recommend that DPW removes the big planters this year
6. Identify projects are best investments for remaining life of TID, this should complement that
7. Thorough analysis, including parking
8. Beaver Dam is working on this
10. Budgeted for this this year in our TID plan, have the funds

3.4 Administrator Report – Schlieve reported:

1. Need to work together with Chamber, we don't have the resources to do it alone
2. Review of Chamber Main Street organization vision, 4 pillars – organization, design, economic vitality, promotion
3. Downtown promotion holding Wine Walk May 4
4. Chamber Board extended offer to Executive Director
5. Chamber not in financial position to stay in that building and hire quality person, we extended space for them in Mayor' old office, a move to restrengthen the Chamber
6. Last night council approved a ½ time economic development coordinator

N. Vanderkin leaves at 8:25am.

7. Streetscaping best practices offered in Ripon April 25, 5:30-8:30PM, we'll send a reminder
8. Closing on TID 8 in March, will address housing needs, stormwater, etc
9. Legacy Architecture was the consultant selected to work on our nomination for a downtown historic district
10. Eden Meats is looking at soft opening in March

5. Advanced Planning

5.1 Possible future agenda items:

5.2 Set next meeting date: Tuesday, March 20th 8AM

6. Adjournment

Action: Motion J. Vanderkin second by Drews to call the meeting adjourned at 8:30am. Motion carried 3:0.

Michelle Kast
Administrative Assistant/Accountant