

**Approved 10/17/17**

1. 8:00 A.M. Opening Items

1.1 Call to order at 8:00 A.M.

1.2 Present on Roll Call: Jill Vanderkin, Nancy Vanderkin, Mayor Julie Nickel, Sue VandeBerg, Derek Drews

Absent: Cassandra VerHage (late arrival), John Karsten

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

Audience Present: Kari Pattee of Thirsty Marlins and Jeff Riel

2. Consider approval of the following agenda items

2.1 Minutes for July 18, 2017

Action: Motion N. Vanderkin second by VandeBerg to approve the minutes. Motion carried 5:0.

VerHage arrives.

2.2 Financial Reports

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

3. Discussion Items

3.1 Outstanding Grant Applications - Schlieve reviewed outstanding grant applications. Thirsty Marlin's application is outstanding but they are submitting a revised request today. Mr. Awve stopped in last week to request an extension. Schlieve instructed he would need a building permit and significant progress to consider an extension. He applied for a permit but no progress on the project yet, which is currently on the sliding scale for grant payout.

3.2 Grant Applications

3.2.1. Jeff Riel – 314,425,427,431 E. Main, Jeff and Schlieve reported:

1. Project includes replacing 18 windows on residential properties and wrapping with aluminum
2. The Zoning Board approved a variance as the windows will not fill the opening due to interior improvements
3. BID meets tomorrow morning, could grant up to \$2,000 for the project
4. Total project cost is \$8,807.00, if BID approves 2,000.00, a balance of \$6,807.00 remains, leaving \$3,403.50 for CDA consideration.

3.2.2. Kari Pattee / Thirsty Marlins – 428 E. Main, Kari and Schlieve reported:

1. This project returns to the CDA after reviewing guidelines further
2. The application now calls for removal of the overhang
3. Project cost is 14,708.62 (after removing the new furnace estimated at \$4,100)
4. The application goes before the BID Board tomorrow, and they will likely grant \$850.00
5. CDA eligible expenses total \$7,282.92, less the anticipated BID grant of \$850.00, leave \$3,216.46 is for CDA consideration

3.3 Administrator Report – Schlieve reported:

1. City is involved with Ignite which received a WEDC grant for entrepreneurship, bringing Business Model Design Workshop to the library tomorrow
2. Reviewed branding initiative

3. Chamber is having leadership change, trying to bring under one umbrella
4. Downtown Promotions group proceeding with Halloween on Main (Oct 28 target date), hope to bring back scarecrow contest
5. Lots of time is being spent on budget and staffing

3.4 Historic Tax District – Schlieve reported on plans to hold an informational meeting this fall to see if we have community support for the creation of a historic tax district

#### 4. Consider approval of the following action items

##### 4.1 Beautification Committee Formation

Discussion on pulling together a group to walk around town and develop a plan for the downtown, 12 years left on the TID, involve BID and downtown businesses

Action: No action taken

##### 4.2 Grant Applications

4.2.1. Jeff Riel – 314,425,427,431 E. Main – Discussion on design guidelines and filling window openings for windows facing Main Street

Vanderkin leaves at 9:02am

Further discussion on window openings. Application tabled to request quotes for filling window openings for the windows facing Main Street. Will hold a special meeting or meet earlier if needed to take action. Schlieve will contact Mr. Riel and email an update.

##### 4.2.2. Kari Pattee / Thirsty Marlins – 428 E. Main

Revised application includes A/C which is an ineligible expense but was eligible at the time of the prior application and will be grandfathered in. BID meets tomorrow and is anticipated to approve \$850.00.

Discussion on what the façade will look like after the project is done. Immediate need for this project. Kari is a tenant, not the building owner. Expenses total \$7,282.92 after removing ineligible items, less anticipated BID grant of \$850.00, leaves \$6,432.92 for CDA consideration, 50% coverage would be \$3,216.46.

Action: Motion Draws, second by Sue to approve \$3,216.46. Motion carried 5:0.

#### 5. Advanced Planning

5.1 Possible future agenda items – Special Meeting, Gysbers Jewelry Grant Application, Awve building

5.2 Set next meeting date – TBD, pending Riel application and Administrator vacation

#### 6. Adjournment

Action: Motion J. Vanderkin second by VerHage to call the meeting adjourned at 9:25am. Motion carried 5:0

Michelle Kast

Administrative Assistant/Accountant