



COMMUNITY DEVELOPMENT AUTHORITY MEETING MINUTES

January 27, 2020 5:30 PM

Location: **City Hall, 2110 Washington St, New Holstein WI 53061**
Members Present: Bob Bosma, Brian Giebel, Randy Jaeckels, Sara Cardinal, Jack Blattner, Scott Konkle, Diane Thorson, Casey Langenfeld
Others Present: Dianne Reese, Stu Gross (Stantec), Tom Baron (ECWRPC), Mary Kohrell, Jon Bartz (WEDC), Dan Schneider

The meeting was called to order by Chairperson Bosma. Roll call was taken by Langenfeld. A motion was made by Konkle, seconded by Thorson, and carried to approve the agenda. A motion was made by Giebel, seconded by Cardinal, and carried to approve the minutes from the previous meeting.

Chairperson Bosma welcomed the new CDA member Jack Blattner.

Neither public participation nor Communication occurred.

Stu Gross presented a revised timeline for the Tecumseh redevelopment and reviewed the memo that was sent regarding the DNR's request for additional clean-up on the site by TRC. Gross informed the committee that the City will work with TRC so that they can perform their clean-up when the structure is removed. Blattner expressed that the CDA can post a display board at the Piggly Wiggly store to inform the public of the project progress.

Tom Baron provided an update on the EDA grant. Baron informed the committee that he along with Langenfeld participated in a project kick-off meeting with the EDA. The project was awarded at a \$22,500 dollar for dollar match. The draft of the project is due at the end of November with the final report due by December 31, 2020. Baron informed the committee that Langenfeld will have a lot of additional work and responsibilities with this project which will include reporting, the RFP process and negotiations. Baron informed the committee that he is here to support the project.

The committee reviewed the draft RFP for the Market Feasibility Study. Langenfeld informed the committee that the date for the final draft should be revised to the end of June instead of December 31 in order to keep up with the project timeline. Bosma reviewed the content of the RFP and the scoring process. The project will be sent to the list of consultants and posted on the APA-WI website. The EDA would like to see three bids for the project. Baron informed the committee that if three bids are not received, an explanation will need to be provided to the EDA. A motion was made by Thorson, seconded by Jaeckels, and carried to approve the RFP.

Mary Kohrell provided an update on Calumet County's CDBG-Close funds. Calumet County has just under \$1.3 million and two years to spend it. The funds have been turned over to the DOA and the County has until January 2021 to make commitments on how to spend the funds. There are eight communities within Calumet County with projects that would like assistance from the County. The County formed a committee that has been meeting to review the projects in each community. The County will most likely create a list of criteria that each community project will be evaluated on and a neutral group will evaluate the results. The goal is to have projects to recommend to the County Board and then the County will apply for three planning grants. The applications from the communities need to be strong.

The next meeting date has been set as March 9, 2020 at 5:30 PM.

Being no further business, the meeting adjourned.

Cassandra Langenfeld, Secretary