

MINUTES FROM COMMUNITY DEVELOPMENT AUTHORITY

November 20, 2018

Present: Kjell Erlandsson; Fran Martin, Marla Wishau, Jim Dobbs, Dave Gobis, Bill Streeter

Absent:

Also Present: Lee Wishau, Dale Stillman, Larry Borchert, Elaine Ekes and Tyler Helsel

1. Meeting was called to order by William Streeter at 5:00 p.m. at the Caledonia Village Hall meeting room.
2. Approval of Minutes from October 24 CDA meeting and November 2 Sign Workshop. Motion to approve Marla Wishau; Second by Kjell Erlandsson. Motion Carried
3. Discussion of CDA financial reporting with Larry Borchert. Larry provided detailed reports showing Income and Expenses YTD compared to Budget, Transaction Detail showing what checks were paid YTD, excel worksheet showing Budget funding from 2016 to date and detailing expenses for the same period allowing us to see carry forward balances and the current non lapsing available budget and a Balance Sheet showing our CDA capital account, where our carry forward from 2018 will be rolled, to be used for the signage on Douglas Avenue and where any income from Payne and Dolan and any other businesses contributing to the new Village Signs will be deposited. From this account we could also designate funds for blight issues as they arise, if funds are needed.

It was decided that the Douglas Avenue Business Association, starting in December 2018, should present all bills they incur to Kjell and Kjell will sign off and pass them along to Larry for payment. Larry should look for Kjell's signature on the bills (as he is currently the treasurer of CDA) before any payments are made. This way Kjell will be able to assist in keeping track of the "budget" available for DABA.

4. Signs are in progress. Currently, Elsa Mileager will be meeting with Payne and Dolan to find the possible location of the sign and discuss landscaping, lighting and the sign itself. Payne and Dolan have been very supportive and will likely support by allowing the sign to be placed on their property, donation of stone to be used in the creation of the sign and possibly financial assistance. The sign subcommittee would like to get "bids" or "quotes" for the creation of the sign and would share this with Payne and Dolan when we have estimates.
5. Blight Discussion: Elaine told us the Village would be receiving the Brass Rail property from the County. Elaine will have more information to share with us at the next meeting, but would like us to start the tax delinquent Property Inventory list. She also said the Brass Rail property has potential to be developable or, due to its location, may be partnered with the surrounding property owners for future development. Question for discussion: should Caledonia allow anonymous complaints? The anonymous complaint may not have a witness, so might not be able to be sited if not in plain sight. It was favored by most CDA members.

Blight Drafts: Marla had modified a list of blight ordinances at the prior meeting and at this meeting she had modified it further to incorporate locations of current ordinances that would not need to be rewritten and changed some of the verbiage to better suit Caledonia. This draft had been mailed to the members earlier and Elaine took the printed copy so she and Tyler could start a final draft ordinance to be presented to the Legislative and Licensing committee on December 10 @ 4:30 p.m. for input and sent to the full board. Elaine would also establish a draft fee schedule and think about policy and appeal boards. She thought the ordinance belonged in the Building section of the ordinances. Elaine supported an appeals board and we thought the CDA might be the best group to serve as the appeals board. Elaine will check on that possibility. Elaine felt the lodging section could be moved to the Health Department, as they already do this, and CDA was in support.

Blight work for the next meeting: the next CDA meeting is Wed, December 19 at 5:00 p.m. By that time we hope that Legislative and Licensing and the full board might have seen the ordinance, and it might even be on the way to adoption. Policy and Procedures would need to be developed, along with how/who will prepare a blight and tax delinquent property inventory.

6. Martha was not available for this meeting, so we discussed how impressed we were with the number of people attending the Highway 32 Resurface Project meeting. We also received substantial news coverage from the Racine Journal times with quotes from Jon Delegrave and Julie Anderson. Dave Gobis thought the state DOT should reconsider the flexibility they allowed the bidders regarding the decision about purchasing the concrete box culverts versus making them in place. Dave thought there would be a 2 month impact on the length of the project. Jim Dobbs said he would follow up with Jon Delegrave.
7. Lee and Marla provided a new checklist that better defined the process of what to give the building department when asking for a building permit for a single family residence. Marla explained this is only a draft to start from which included much more detail than is found on our web site. Lee will be bringing this checklist to Jim Keeker and Tom Lascano for discussion. The goal is to have them look at this process checklist and put every one of our requirements / steps into the checklist. We don't know what the process will be for zoning, Marla will talk with Jarmen to get the County process documented. We are hoping to have the residential checklist finalized by February 28, 2019, and added to the website for the building season.

8. New business – November 29, a review committee will convene to review the candidates for the openings in all the committees. They will make recommendations to the board who should approve the new members in the first week of December. We should have a new member for our December meeting.
9. Meeting adjourned 6:15 p.m. Motion made by Kjell Erlandsson, Seconded by Dave Gobis. Motion Carried.

Respectfully submitted by Marla Wishau