

MINUTES FROM COMMUNITY DEVELOPMENT AUTHORITY
October 23, 2019

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

Also Present: Martha Hutsick – CDABA; Pete Wagner, Village of Caledonia Planner, Lee Wishau - Trustee

- 1) Meeting was called to order by Bill Streeter at 5:05 p.m. at the Caledonia Village Hall west meeting room.
- 2) Motion made to approve minutes from September 25, 2019 CDA meeting by Fran Martin, second by Dave Gobis. Motion carried.
- 3) Blight- Pete Wagner provided a detailed update on the Village blight process
 - a) A draft of property maintenance code has just been returned to Pete from Elaine Ekes. There are revisions and the next step will be to ask the Judge about fees and any comments. Then it will go to Legislative and Licensing, Pete is hoping it will be complete by the end of 2019.
 - b) These improvements to the code will give the Village more ability for code enforcement.
 - c) The engineering tech is performing inspections and documentation, and 75 site inspections have been completed so far. Of the 93 cases that they started with. 36 are closed and 38 are pending.
 - d) Civic Systems cost information was provided by Pete. To summarize, the license cost is a one-time \$3,300 cost. There is also a one-time cost of \$600 for training and \$1,200 for implementation/setup of the software. To allow mobility (use of the software on tablet/laptop on sites), the cost is a one-time \$1,500 cost. These costs are for up to 8 users. Annual maintenance fees for the code software are \$825, and \$375 for the mobile application.
 - e) Fran made a motion “To use funds from the 2019 CDA budget to purchase of the Civic Systems Code Enforcement software; the Mobile application, and the purchase of the hardware that will allow the Village employees to take the software to blight sites and document findings. The cost of the initial purchase not to exceed \$7,500.00. Annual maintenance to be covered in the same manner as the other maintenance agreements for Civic Software.” Motion Seconded by Dave Gobis. All in favor, motion carried.
 - f) Pete is meeting weekly with Elaine Ekes to update and improve the County Code Maintenance that the Village of Caledonia had been using when the County was paid to perform code administration. Now that Code and Planning is “in house” the upgraded codes will better meet the needs of the Village.
- 4) From Martha Hutsick reporting on the Caledonia Douglas Avenue Business Association:
 - a) The CDABA minutes will be sent to all CDA members via e-mail monthly.
 - b) The construction on Douglas Avenue is on schedule with a hopeful November finish.
 - c) The CDABA will discuss improving aesthetics to Douglas Avenue in 2020.
- 5) WE Energies Caledonia sign:
 - a) We have several lighting options to consider, among them a solar option and LED electric lights. Marla will send the solar link to members to review. Lighting will be completed in the spring.
 - b) Brian Endres contacted Marla and said they were at the point of developing the corner of Charles and 3 Mile Road and would like to meet to discuss it. Jim, Tom, Marla, and Elsa will plan to meet with Brian when he lets Marla know what date works for him.
 - c) Jim will work on the 7 Mile Road and I94 sign location. Marla will send the photos showing the low spot in the field, which needs to be raised and leveled so the water runs to the east to the drainage ditch. The photos also show where Marla and Bill think the sign would be best located. It would require removing some scrub trees and creating a berm tall enough to be even with the road height. Jim will see if this is anything our highway workforce could do. Also, check to make sure we were on Village land.
 - d) The Hwy 38 and Newman Sign is tabled at this time, as we have 2 sites to work on and want to make sure we have funds available before we start another location.
- 6) SEWRPC Land Use Plan should be reviewed by Caledonia representatives
 - a) Jeremy will chair a subcommittee to review and develop a 2050 Land Use Plan. Fran, Lee and Pete will also be on the subcommittee.
 - b) Parks need to be better marketed. Since CDA is there to market and attract people to Caledonia’s features, we should assist in creating a map of all parks in Caledonia’s boundaries and other outdoor options one has in our community.
- 7) Kjell gave the treasurers report that a bill to Michaels Signs for \$5850 was paid (Caledonia Sign fabrication)

8) New Business. Look into recording method for minutes. Present options at the next meeting

9) Motion made to adjourn at 6:30 p.m. by Fran Martin Seconded by Jeremy Hinds

Respectfully submitted by Marla Wishau