

**Community Development Authority (CDA) Meeting Minutes
April 28, 2021 Zoom Meeting**

Committee Members Present: William Streeter, Dave Gobis, Kjell Erlandsson, Jim Dobbs, Fran Martin, Adam Emery & Jacob Lovdahl

Others in Attendance: Peter Wagner, Martha Hutsick & Lee Wishau, Elsa Milaeger, Clint Wening

1) Meeting called to order

Zoom meeting called to order by at 4:05 p.m. by William Streeter

2) Approval of Minutes from the March 24, 2021 meeting.

Motion to approve minutes by Martin

Seconded by Kjell Gobis

Approved unanimously

3) Caledonia Signage (Charles & 3 Mile)

Elsa Milaeger provided an overview of the proposed project to provide Village welcomes signs at various entrances to the Village. The first entrance sign has been installed on the north side of the Village along STH 32 and County Line Road, by the power plant. The second proposed entrance sign will be located along 3 Mile Road and Charles Street. The design is similar to the first entrance sign. Clint Wening explained further details of how Payne & Dolan allowed for the future installation of a Village welcome sign. Adam Emery expressed concerns regarding consistency between sign design and village brand and suggested that any future sign be installed after a consistent Village brand is developed. Martha Hutsick expressed preference to install a welcome sign at Hwy 32 & 3 Mile Road. Discussion ensued about future entrance sign on STH 32 north of the quarry bridge along with modifications to the cyclone fencing.

4) Caledonia Douglas Avenue Business Association

Report by Martha Hutsick: The Caledonia Douglas Avenue Business Association met on zoom on April 13, 2021. Discussion included organizing a spring clean up along corridor and generating marketing ideas for the corridor.

5) Brief Blight update

Pete Wagner's Overview:

Reviewed Zoning Code Enforcement Report with the CDA Members on ongoing cases.

Key ongoing cases:

Received complaints on two parcels displaying political campaign signs. Staff notified the property owners and have since removed the signs. On Foley Road there is a vacant parcel with equipment and materials being stored. Staff is working with the property owner to clean up the parcel. The property located at 6212 STH 31 is pending in court. Peter Wagner informed the CDA that Culver's intends to raze the abandoned gas station on STH 32 starting in June.

CDA Discussions:

Fran Martin asked about the firewood operation on the northwest corner of 5 Mile Road & STH 31. Peter Wagner explained the steps staff is doing to work with the property owner to cleanup the property and explain rules for home-based business. Staff will continue to monitor the property. Bill Streeter asked if the code enforcement group met yet. Peter Wagner responded that the group has not met yet but had a discussion with the Police Chief regarding the spring sweep and staff will be taking notes as to vehicles in the Village that may jink or inoperable. Bill Streeter asked the status regarding off street parking regulations. Peter Wagner responded that the proposed text amendment will be going before the L&L committee in May for consideration.

6) Spring Cleanup & Marketing:

Adam Emery presented a draft mockup of a possible clean up event in the Village. CDA members discussed the details of operating an event. The CDA determined that there was not enough time to organize this event in the spring and that the event could be held in the fall. CDA members stated that money should be budgeted in 2022 for a spring cleanup event.

Adam Emery presented a draft concept of a Village brand. The branding would incorporate logo, type font, colors rules that should be followed by the organization. Adam explained the concept of historic Caledonia and the importance of consistent branding. Bill Streeter stated that welcome sign on Charles Street should not be installed until a brand standards document is adopted by the Village. Adam Emery agreed to draft a mock brand standard with letterhead and business cards for next meeting.

7) Grants Ad Hoc Committee:

Bill Streeter asked for CDA volunteers to research grants that can be applied to Village projects. CDA members decided to postpone this task to a future date if members learn about possible available grants.

8) Strategic Planning

Topic was deferred to a meeting when the CDA can meet in person. Bill Streeter stated he hoped that this task can begin later this fall.

9) Treasurers Report

Erlandsson stated no spending by CDA this month.

10) May 26th CDA

Bill Streeter proposed meeting in person for this meeting. CDA members agreed to meeting in person for the May 26th meeting.

11) Secretary Position

Streeter explained the need for the CDA to have their own secretary to take minutes and asked the CDA members for a volunteer to take meeting minutes. Staff will provide a recording device to assist the future secretary. Dave Gobis volunteered to be CDA secretary.

12) Adjourn

Adjourn 6:10 p.m.
Motion to adjourn by Fran Martin
Seconded by Jacob Lovdal
Meeting adjourned

Respectfully submitted by:
Peter Wagner, Development Director

DRAFT