

# Community Development Authority Minutes

May 17, 2016

Meeting called to order by Alder Dave Moon at 6:00pm.

Present: Alder Jason Schulte, Megan Cowan, Adam Kaney, Mary Pelton, Don Hull & Craig Braunschweig

Absent: None

Staff present: Brian Duvalle

Motion by Cowan, seconded by Kaney to approve the 4/19/16 minutes.

Motion Approved

## **Consider sending Downtown Incubator Program to City Administrator and CDA Chair for overall review and determination.**

Discussion was held on how to hear new ideas for the program. The CDA wanted to ensure that anything new would be discussed openly. No action taken.

## **Consider Downtown Incubator Business Plan for Melissa Brandt and Robin Meister.**

Brandt and Meister stated that this would be a beneficial business to the downtown. They plan to start in the Blue Heron kitchen which would be converted to commercial grade, would rent by the hour, hours of 1pm-5 or 6pm (based on Blue Heron's hours), ala carte menu or full meals, orders taken earlier to allow time to purchase ingredients, price range up to \$14, and would need to sell 30 meals per week to break even (without Incubator subsidy). Discussion was held on their cash flow and their business model, which does not compete directly with current businesses. The CDA stated they would like to see the rent amount. No action taken.

## **Consider Lease agreement with Andy & Mary Huntamer for contractor business at 140 Eagle St.**

Discussion was held on the amount of money the City is spending on the building, which is greater than the amount that rent would generate. Discussion was held on the past and future use of the garage building and the sewer/insurance issue, which the CDA felt may be too high an amount. The CDA also discussed not allowing advertising along Main St.

Motion by Kaney, seconded by Braunschweig to recommend approval to Council with the following amendments:

1. Monthly rent of \$225 for both 1<sup>st</sup> and 2<sup>nd</sup> Years.
2. Specifying 'personal' items for removal in the End of Term Options section.
3. Installing some sort of Traffic Barrier by the City to prevent vehicles from driving through the area along the 3-sided shed. Both the City and Lessee would retain a key if the barrier is to be locked. This item should be #10 under the Property Condition section.
4. Lessee to provide proof of sufficient liability insurance that is acceptable to the City Attorney and CVMIC per their review.

Motion Approved

## **Update of CDA projects.**

Duvalle updated that CDA on 140 Eagle St and the N Grove St lots.

**Review Annual Code of Ethics.**

Forms were signed and submitted.

Motion by Kaney, seconded by Schulte to adjourn at 7:27pm.

Motion Approved

Respectfully submitted,

Brian Duvall  
Planner/Building Inspector