

City of Winsted
Downtown Vibrancy Commission
Winsted City Hall – Lewis Room
Tuesday, January 13, 2015
3:30 p.m.

Downtown Vibrancy Commission Members Present: Ms. Nancy Fasching
Mr. Chip Guggemos
Ms. Tami Rosenthal
Mr. Joe Swanson

Staff Present: Mr. Clay Wilfahrt, City Administrator
Mayor Steve Stotko, City Council Liaison

1) Call the Meeting to Order

Mr. Chip Guggemos, Chairperson, called the meeting to order at 3:30 p.m.

2) Approval of Minutes – December 9, 2014

Ms. Nancy Fasching made a motion to approve the minutes of the Downtown Vibrancy Commission Meeting on December 9, 2014. Mr. Joe Swanson seconded the motion. Motion carried 4-0.

3) No Staff Report.

4) No Old Business.

5) New Business

a) Chairperson and Vice-Chairperson Recommendation

Mr. Guggemos stated that annually, the Downtown Vibrancy Commission recommends a Chairperson and Vice-Chairperson to the City Council for confirmation. He asked the Commission Members to consider a motion to recommend a Chairperson and Vice-Chairperson to the City Council.

Ms. Tami Rosenthal made a motion to make a recommendation to the City Council to appoint Ms. Nancy Fasching as the Chairperson of the Downtown Vibrancy Commission for 2015. Mr. Swanson seconded the motion. Motion carried 4-0.

Ms. Rosenthal made a motion to make a recommendation to the City Council to appoint Mr. Joe Swanson as the Vice-Chairperson of the Downtown Vibrancy Commission for 2015. Ms. Fasching seconded the motion. Motion carried 4-0.

Mr. Clay Wilfahrt, City Administrator, stated that the recommendations will be approved by the City Council at a future City Council meeting.

b) Downtown Beautification Program Score Sheet Discussion

Mr. Wilfahrt reviewed the proposed score sheet for the Downtown Beautification Program. Mr. Wilfahrt stated that he reviewed notes from previous conversations in order to decipher what the Downtown Vibrancy Commission is looking for, in terms of measurement criteria for the applications. He added that the purpose of the score sheet is to create separation and differentiation between the applications, so as they are scored, it gives a clear direction of where to go.

Mr. Wilfahrt listed six (6) criteria that appeared to be the most important factors to the Downtown Vibrancy Commission, based on previous conversations:

1. Completeness of application/Letters of Support
2. Visual impact of improvements
3. Likelihood to attract additional (third party) investment, such as a new tenant
4. Use of local contractors, suppliers, professionals, and financial institutions
5. Dollar Match: What is the ratio of private to public dollars that are being used for the project
6. Adherence to the Winsted Downtown Design Guidelines

Mr. Wilfahrt stated that he will review and score the applications that are submitted. Each application will be ranked from one (1) to four (4) for each set of criteria. Next, the scores will be totaled and the scored applications will be presented to the Downtown Vibrancy Commission for comment and review. The Commission will have the opportunity to make a recommendation to the City Council, based on the evaluation and results for each application that is received.

The Downtown Vibrancy Commission discussed the proposed score sheet and the corresponding criteria. The Commission requested to have an additional scoring area added to the score sheet that will be specifically for the Commission to score.

Mr. Wilfahrt stated that packets of information will be produced and distributed to the eligible businesses and properties, regarding the Downtown Beautification Program.

6) Announcements

a) Open Commission Positions

Mayor Stotko announced that there are several open positions on commissions in the City of Winsted. If anyone is interested, they can contact City Hall with any questions, or to obtain an application. There is no experience necessary.

7) Adjournment

Ms. Fasching made a motion to adjourn the meeting. Mr. Swanson seconded the motion. Motion carried 4-0. The meeting adjourned at 4:15 p.m.

Clay Wilfahrt

Clay Wilfahrt,
City Administrator
City of Winsted

ATTEST:

Amanda J. Zeidler

Amanda J. Zeidler,
Utility Billing & Payroll Clerk
City of Winsted