

City of Winsted
Downtown Vibrancy Commission
Winsted City Hall – Lewis Room
Tuesday, March 16, 2015
3:30 p.m.

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

Downtown Vibrancy Commission Members Absent: Mr. Joe Swanson

Staff Present: Mr. Clay Wilfahrt, City Administrator
Mayor Steve Stotko, City Council Liaison
Ms. Amanda Zeidler, Utility Billing & Payroll Clerk

1) Call the Meeting to Order

Ms. Nancy Fasching, Chairperson, called the meeting to order at 3:45 p.m.

2) Approval of Minutes – January 13, 2015

Mr. Chip Guggemos made a motion to approve the minutes of the Downtown Vibrancy Commission Meeting on January 13, 2015. Ms. Tami Rosenthal seconded the motion. Motion carried 3-0.

3) No Staff Report.

4) No Old Business.

5) New Business

a) Downtown Beautification Forgivable Loan Application Review

Mr. Clay Wilfahrt, City Administrator, stated that the Downtown Vibrancy Commission directed staff to send out applications for the Downtown Beautification Forgivable Loan Policy in January, 2015. Mr. Wilfahrt added that the City Council budgeted \$10,000 for the program in 2015, and expressed an interest in possibly granting more for worthy projects.

Mr. Wilfahrt stated that staff has received four (4) completed applications since January, 2015. Mr. Wilfahrt presented a synopsis of the initial review of applications to the Downtown Vibrancy Commission.

The Corner Bar and Grill: (received 16 of 24 points)

111-1st Street North

Amount Requested: \$3,703
Match Contributed: \$3,703
Planned Project(s): Painting front and side of building. Install rock around building and under deck.

Marv Vetsch: (received 15 of 24 points)

121-1st Street North

Amount Requested: \$425
Match Contributed: \$430
Planned Project(s): Replace door to apartment entrance.

Doug and Dianne Remer: (received 14 of 24 points)

131-1st Street North

Amount Requested: \$5,000
Match Contributed: \$5,000
Planned Project(s): Remove skyway and repair wall. Replace crumbling brick. Replace side garage stucco, remove unusable door and window and rebrick, block, or stucco. Finish garage front.

Scott Bachman: (received 17 of 24 points)

181-1st Street North

Amount Requested: \$5,000
Match Contributed: \$5,554
Planned Project(s): Renovate the first floor of old City Hall into a Coffee and Floral Shop. Add kitchen, dining area, conference room, retail floral shop and workroom, replace exterior doors, flooring, lighting, HVAC, outdoor deck and new handicap approved bathroom.

Mr. Wilfahrt directed the Downtown Vibrancy Commission to review each application and then consider each application's adherence to the intention of the program. The Commission will need to score each application from number one (1) to number ten (10) on the general impression of the project in accordance with the intention of the program. Finally, the Commission should make a recommendation to the City Council as to which grants should be awarded. Mr. Wilfahrt stated that staff will then present the recommendation to the City Council and have the appropriate documents drafted and approved to secure the loans.

The members of the Downtown Vibrancy Commission reviewed and discussed each application for the Downtown Beautification Forgivable Loan program. After some discussion, the members of the Downtown Vibrancy Commission made a decision to acquire more information and review each property prior to finalizing the scoring process.

Mr. Guggemos made a motion to recess the meeting and reconvene at a later date. Ms. Fasching seconded the motion. Motion carried 3-0. The meeting recessed at 4:15 p.m. on Tuesday, March 16, 2015.

Ms. Fasching reconvened the meeting on Tuesday, March 31, 2015, at 3:40 p.m. Ms. Fasching, Mr. Guggemos, Mr. Joe Swanson, Mr. Wilfahrt, Mr. Stotko and Ms. Zeidler were present. Ms. Rosenthal was absent.

Mr. Wilfahrt stated that he spoke with the City Attorney, Mr. Francis Eggert, regarding the process for securing each loan. Mr. Eggert informed him that the City will have to create a promissory note for each loan, which will require some title work to be done, and the total cost is estimated to be around \$200 per loan. Mr. Wilfahrt suggested creating one (1) agreement that can be personalized for each loan, and can reduce the administrative costs. The Downtown Vibrancy Commission discussed the administrative fees and title costs and made a recommendation to cover the cost of the administrative and title fees for this round of loans, since it was not directly stated in the application.

Mr. Wilfahrt directed the Commission to rank each application with points from one (1) to ten (10), in order to remain consistent with the scoring sheet. After reviewing the applications, the Commission awarded the following points for each application:

The Corner Bar and Grill	10 points (26 points total)
Scott Bachman	8 points (25 points total)
Doug and Dianne Remer	8 points (22 points total)
Marv Vetsch	6 points (21 points total)

Mr. Guggemos made a motion to direct staff to bring all four (4) applications forward for City Council approval based on the scores that were determined by the Downtown Vibrancy Commission, giving top priority to The Corner Bar and Grill and Scott Bachman, and with the stipulation that the Vetsch project should only be funded if the Remer project is funded as well. Mr. Swanson seconded the motion. Motion carried 3-0.

Mr. Stotko clarified that the total cost for the Downtown Beautification Forgivable Loan program will be around \$15,000, if the City Council approves all four (4) of the projects and agrees to pay the cost of the administrative and title fees.

6) **No Announcements.**

7) **Adjournment**

Mr. Guggemos made a motion to adjourn the meeting. Mr. Swanson seconded the motion. Motion carried 3-0. The meeting adjourned at 4:10 p.m. on Tuesday, March 31, 2015.

Steve Stotko

Steve Stotko,
City Administrator
City of Winsted

ATTEST:

Amanda J. Zeidler

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