

WATERVILLE ECONOMIC DEVELOPMENT AUTHORITY
REGULAR MEETING
October 26, 2015, 7:00 p.m.

There was a meeting of the Waterville Economic Development Authority held in Council Chambers at 7:00 p.m. on October 26, 2015.

Present: Val Vail, Sue Myers, Sue Cutts, Richard Davis, and Chairperson Stephen Mihalik

Absent: None

Also Present: Administrator/Clerk Teresa Hill

Also Absent: None

1. Call to Order. Chairperson Stephen Mihalik called the meeting to order noting that all EDA members were present. Also present City Administrator Teresa Hill.

2. Minute Approval – September 28, 2015 and October 7, 2015. Motion by Vail, seconded by Mihalik to approve the minutes of September 28, 2015 Regular Meeting and October 7, 2015 special meeting. Unanimous vote. Motion carried.

3. Agenda Approval. Chairperson Stephen Mihalik said he has one change to the agenda this evening and that is to add Item #6 the Pay Request #7 of Mohs Construction. Motion by Mihalik, seconded by Myers to approve the agenda with Item #6 the pay request #7 of Mohs Construction. Unanimous vote. Motion carried.

4. Old Business

A. Volunteer Program Update – Barb Schluender. Ms. Schluender has volunteered to set up a volunteer program. Ms. Schluender advised that she, Val Vail and Teresa Hill were able to watch a webinar regarding setting up a volunteer program. The first thing they have to do is set up the infrastructure of the program before they recruit any volunteers. They need to create the position, policies and the roles of the people before they solicit any of the volunteers. Two projects that they have discussed once they get the program going is (1) beautification of Waterville which includes the parks and downtown areas and (2) the Thursday's on Third downtown activities. Ms. Schluender said she has started networking and has met with some of the pastors and people in church. She will also be going to the school districts. Ms. Schluender said people want to get involved. Ms. Vail discussed the webinar that they watched. There is a grant that can be applied for. Ms. Hill will be paying the \$73.00 for the City to belong to a program called MAVA which has great resources for them to use. Ms. Vail discussed her plans for volunteers for planting at the rain garden. Ms. Schluender said that the webinar had good ideas such as giving the volunteers a T-shirt. Ms. Schluender said that we would want to get a tag line. Discussion held regarding the Waterville Pride theme. Discussion held regarding the MAVA program. Discussion held on how to solicit volunteers.

B. Potted Tree Options – Chairperson Mihalik. Chairperson Mihalik has not had an opportunity to meeting with Corey Culbert regarding the potted tree options. Discussion held regarding different cities that have boulevard trees. Chairperson Mihalik said that he will try to meet with Mr. Culbert this month and bring the options back to the EDA next month. Discussion held regarding the planting of the trees and who would be responsible for planting. Motion by Mihalik, seconded by Cutts to table the potted tree options until the November meeting. Unanimous vote. Motion carried.

C. Downtown Activities. Chairperson Mihalik created an outline of the downtown activities based on the EDA's previous discussions. EDA commissioners went through and discussed the outline Chairperson Mihalik provided. The goal is to create downtown activity for residents and tourists. Increase business for the downtown district. Music/Stage events should be family friendly. The outline included the day, time, frequency, location, events, setup, dates, sponsors, events/volunteers, and advertising. Chairperson Mihalik said he will make changes to the outline based on the EDA's discussion and we can revisit this next month until we fine tune this until we are all in agreement.

D. Banners. Chairperson Mihalik said we have a count of what we need for the banners and now we have to discuss what will go on them and get an idea of the design. We would like to have the banners up by the first part of May. Discussion held regarding the colors and design of the banners. The Commissioners felt that bright yellow and blue are the colors that they felt would work best. Ms. Vail will check with Mr. Schollegerdes regarding the design of the banner. Ms. Hill said that we would hope to get three quotes for the banners. The banners would only be up during the summer months. Chairperson Mihalik requested that Mr. Schollegerdes be invited to the next EDA meeting. Motion by Mihalik, seconded by Cutts to table the banner discussion to the November meeting. Unanimous vote. Motion carried.

5. New Business

A. November and December Meeting Dates. The regular meeting date for November will be November 16, 2015 at 6:00 p.m. The December meeting date will be discussed at the November meeting. The EDA meetings will be changed from 7:00 p.m. to 6:00 p.m.

6. Pay Request #7 – Mohs Construction. Ms. Hill said that Mohs Construction has to finish up their punch list and then they will be released their final pay estimate. Motion by Davis, seconded by Cutts to approve Mohs Construction Pay Request #7 in the amount of \$244,816.35 (City share \$188,508.59, County share \$56,307.76). Unanimous vote. Motion carried.

7. Adjourn. Motion by Mihalik, seconded by Myers to adjourn. Unanimous vote. Meeting adjourned 8:15 p.m.

Stephen Mihalik, Chairperson

Teresa Hill, Administrator/Clerk