



Kim Olson
Aldersperson

Bob Smith
Aldersperson

Jason Binstock

Nicolas Lodahl

**CITY OF MAYVILLE COMMUNITY
DEVELOPMENT AUTHORITY
REGULAR MEETING AGENDA
WEDNESDAY, APRIL 26, 2023 6:00 PM
CITY HALL**

Michael Hansen

Lisa Neumann

I. CALL TO ORDER

II. PLEDGE OF ALLEGIANCE

III. CITIZENS COMMENTS

IV. CONSENT AGENDA

1. Approval of March 8, 2023 Community Development Authority Meeting Minutes

V. DISCUSS CDA FUND BALANCES

VI. OTHER ITEMS OF DISCUSSION/POSSIBLE ACTION

1. Holiday Lights
2. Discuss, with Possible Action, Residential Incentive Payouts for ACH RBHS, LLC (1165 Crystal Ln and 777 Clark St)

VII. ADJOURNMENT

Nicolas Lodahl
Chairperson

NOTE: Persons with disabilities requiring special accommodations for attendance at the meeting should contact City Hall at least one (1) business day prior to the meeting.

COMMUNITY DEVELOPMENT AUTHORITY**MARCH 8, 2023**

The meeting was called to order at 6:00 PM by Nicolas Lodahl with the following roll call:

Attendee Name	Title	Status	Arrived
Kim Olson	Aldersperson	Present	
Bob Smith	Aldersperson	Present	
Jason Binstock		Absent	
Nicolas Lodahl		Present	
Michael Hansen		Absent	
Lisa Neumann		Present	

Also present were Dawn Guindt from Mayville Chamber of Commerce and Main Street Mayville, Comptroller/Treasurer Angela Runde, and City Clerk Anastasia Gonstead.

PLEDGE OF ALLEGIANCE**CITIZENS COMMENTS**

None

DISCUSS CDA FUND BALANCES

Aldersperson Olson asks Comptroller/Treasurer Runde if she knows where the CDA fund balances are currently. Comptroller Runde explains, from best she can tell, they were tracking much of that separately. There are outstanding residential loans. From anything she has seen, it appears the CDA was over budget last year. As far as this year, she continues to work with the auditors citywide. There are concerns about errors in the budgeting process. The revenues and money coming in is still being checked. What was adopted as a draft budget for this year was copied from the previous year, such as promotional items. Lisa Neumann states that amount should have dropped and there should be invoices. Aldersperson Olson stated the old budget had a small balance for the CDA, but if it is correct that remains to be seen. Comptroller Runde indicated we are waiting to see the audit to see if the budget needs amendment.

With regards to the \$16,000 budgeted, it is unclear what it is for. Aldersperson Bob Smith that was a builder's incentive, it's been used and the program has ended. Aldersperson Bob Smith further inquired about other funding - to Main Street Mayville and the Polka Dance, for example. Did they continue with those? Comptroller Runde explains there are line items for some of those. Main Street Mayville for example sent in their request. The funds are getting sent out as the request comes in, which is fairly standard practice.

Aldersperson Bob Smith also inquired about the money that revolves, comes back, for non-profits. The ones we don't fund, but hold. Comptroller Runde asked if that is in reference to Audubon Days and Rock 'N Boom/Fireworks. Aldersperson Bob Smith confirmed that is correct. Comptroller Runde explained it was tracked separately.

Aldersperson Bob Smith brought up the facade grants as well, that he is newer to this commission, and was always confused by the facade grants. Discussion by Lisa Neumann and Nick Lodahl that there is one still outstanding, belonging to Brad Marx and his fishing business, the business name was not determined in discussion. Lisa Neumann stated that they approved the application and are waiting on for completion/bills, payout has not been submitted. Aldersperson Bob Smith inquired if that is the end of those funds. Comptroller Runde expressed

that they need to figure out what is still outstanding to determine fund balances. Old Fashioned Foods also had applied. Lisa Neumann explained their application was approved but they are past the timeline. Nick Lodahl stated the last facade grant he recalls payout on was Fred's Beds. Lisa Neumann confirmed this. She further stated Old Fashioned Foods and Brad Marx are the two outstanding. Alderperson Bob Smith inquired about confirming if those are still funded. City Clerk Gonstead added that finding comprehensive files of these has been difficult. Lisa Neumann stated they would get emailed all of that. City Clerk Gonstead stated she would check the former City Clerk's emails, explaining this is still a transition of overlap. That how someone else did their record keeping how we might expect to see them can differ, may not always flush, we are still digging through that.

Alderperson Bob Smith states the Mayor brought up the question, what can we accomplish if we are unsure of the funding and is there any funding for these things. Alderperson Bob Smith inquired if we are still signed up with Vierbicher. Alderperson Olson explained the contract was open ended, that it did not sign them into a specific set of dates. Discussion was had revolving the representative from Vierbicher and where that ended up, it appeared no definitive decision was made previously to continue or discontinue with their services. Alderperson Olson expressed that would be on hold anyway, as we do not know where we are with the finances. Lisa Neumann added they would need to have a purpose for Vierbicher's services before engaging their services. Alderperson Bob Smith gave a summation of the last presentation from Vierbicher.

Alderperson Bob Smith brought up the funding for benevolent groups. That funding goes to the Chamber of Commerce and Main Street Mayville. Comptroller Runde explained it was budgeted for out of the general budget, not specifically the CDA's budget.

OTHER ITEMS OF DISCUSSION/POSSIBLE ACTION

Park Square Opening

Dawn Guindt spoke. Her suggestion was June through Audubon Days, which happens in September. She explained they started in May last year and closed when work started on Bridge Street. Lisa Neumann inquired on process. Alderperson Olson explained it would have to be recommended to Council. Alderperson Bob Smith stated there have been two or three entities/businesses who are not as enthusiastic about the park as they have been in the past. Ms. Guindt asked for clarification from who the dissent was from. Alderperson Smith stated some downtown businesses and that the Police and DPW have as well. Ms. Guindt explained she polled businesses last fall, only had one who felt it did no good. She also had to do a survey on parking, the park takes away approximately 6-8 spots, but there are ample other options nearby. In her summation, the parking was not so much the problem as it was people not wanting to walk from other spots.

Lisa Neuman motions to recommend to Council the Reopening for Park Square from June 1, 2023 through Audubon Days. Second by Alderperson Olson. 3 ayes, 1 abstain. Alderperson Smith explains his abstaining from the vote is due to owning a business in the area. Motion carries.

RESULT:	RECOMMENDED TO COUNCIL [3 TO 0]
MOVER:	Lisa Neumann
SECONDER:	Kim Olson, Alderperson
AYES:	Olson, Lodahl, Neumann
ABSTAIN:	Smith
ABSENT:	Binstock, Hansen

Holiday Lights

Alderperson Olson explains, in the past, the City would pay for holiday lights, however, with all the commotion in the accounts currently she is unsure if that is an option. She inquired if they should look to add a committee or add to an existing committee.

Dawn Guindt explains the quote she had prepared has expired. Costs have now gone up to approximately \$2,000. This will make it a little more difficult to come up with funding. There was a plan in the works to create Christmas trees, by the Parks Department, and they would be sold to businesses. This could still be an active plan. They are still considering options to see how they can best make this happen, if it is Main Street Mayville or an organization. They need to determine how that works. They have met with someone who may be able to help. Alderperson Olson asked what that individual through they could do. Ms. Guindt explained that it is a foundation gathering funds for them, they could make a public request that would take donations specific to this cause. This still has to go to their board. She can come back next meeting with more information.

Alderperson Smith inquired if we have checked that it is accurate that none of the old lights are functional. It was reported that the new poles are lightweight and some decorations are too heavy for them. Ms. Guindt explained they have been working with John Wild of the Parks Department.

Motion from Alderperson Smith to table this topic to the next meeting. Second by Nick Lodahl. 4-0, unanimous.

RESULT:	TABLED [UNANIMOUS]	Next: 4/26/2023 6:00 PM
MOVER:	Bob Smith, Alderperson	
SECONDER:	Nicolas Lodahl	
AYES:	Olson, Smith, Lodahl, Neumann	
ABSENT:	Binstock, Hansen	

New Business Applications

Inquiry on any new business applications. City Clerk Gonstead explained there are two - a commercial occupancy permit was issued to Hometown Interiors at 1111 Horicon Street and there is a pending/in progress commercial occupancy permit for Your Hometown Appliances Repair at 48 1/2 N Main Street.

Applications for New Loans

Alderperson Smith inquired if the City is able to make loans with their current situation regarding the finances. Comptroller Runde stated she could run this by the auditors to inquire where they were funding that through.

Application for New Facade Grants

No new facade grants at this time.

Murals on Main Street

Dawn Guindt explained she asked for this topic to be put on the agenda. They wanted to let the CDA committee know they are considering hiring someone to put a mural on Main Street. Posie's building on the corner has sections of wall that are opposite the Mayville sign. They are thinking Wisconsin, pointing out Mayville, the Gold Star Trail, Where the Rock River flows and various tourist attractions in the area. The second would be Marsh highlights - effigy mounds and native birds for example. That it would bring more of Horicon Marsh to Mayville, direct tourism this way. The third would be our clock, "shop small" verbiage, and an interactive picture for people to take photos in front of. They are working on figuring out funding to see how to pay for this endeavor.

Alderson Smith asked if they considered a contest. Ms. Guindt explained someone had actually approached them on the project. They will consider other peoples' input.

Alderson Smith suggested they contact the building inspector. He explained that there are laws around distractions for drivers, cover their bases.

Alderson Olson asked Ms. Guindt if they have reached out to the high school. Ms. Guindt explained not at this time. She did explain they would like to get the Mayville Cardinal downtown somewhere as well. She again explained, it's all just informational at this time.

Vacant Buildings on Main Street

Alderson Olson stated a few of the buildings downtown are eyesores. Asked what they can do from a legal/City standpoint to make owners sell them. She went on to explain a couple of the shops could use new windows. That one on each side of Nail NV, across from Sideline's Bar. Alderson Smith stated he thought she was talking about the building next to Main Street Mayville. That the building inspector would be the would to enforce if there are any complaints. Dawn Guindt explained the building next to theirs is currently owned by Bonnie Steinmetz. The young man living there happened to sell it to here when the City started getting involved. Alderson Olson said she would contact Building Inspector Froh. Alderson Smith reminded her there needs to be a complainant. Alderson Olson additionally inquired if there was a law requiring the businesses to have two entrances, one front and one back. Alderson Smith explained that law has to do with square footage. That the building inspector would know all of this, these are all questions for him. Alderson Olson said she would call the building inspector.

ADJOURNMENT

Adjournment

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Lisa Neumann
SECONDER:	Kim Olson, Alderson
AYES:	Olson, Smith, Lodahl, Neumann
ABSENT:	Binstock, Hansen

Anastasia Gonstead, City Clerk



\$529.30 any color 1 ring



The idea would be to put this in Foster Park to start an ave. of trees (see page 3)



Nylon Bow 18" \$26.80, 24" \$43.55, 36" \$93.80

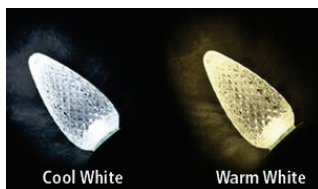
Vinyl Bows 18" \$40.20

Velvet Bow 18" 93.80, 24" .



Un-lit Garland has rings for tie strips to hang

12', 14', 16' 18'



Amber, Blue Multi, Pink, white, purple, **warm White**, Red \$18.53 Each

We could purchase LED lights from Walmart – They wouldn't last as long, but possible.

Pre-lit Garland \$50 more (\$1700) Pre lit Lasts longer, can replace individual bulbs instead of whole string, but workable to go with unlit garland.

34 Light Poles Recommendation

14' Garland unlit	\$113.54	\$3,860.36
24" Bow-Vinyl	\$40.20	\$1,366.80
Lights 70 LED	\$18.53	<u>\$630.02 (optional)</u>
		\$5,857.18

Garland 12'x 5.89 = \$70.68 @ 34 units \$2,403.12

14' x 8.11= \$113.54 @ 34 units \$3,860.36

16' x 9.78= \$156.48 @ 34 units \$5,320.32

18' x 10.45= \$188.10 @ 34 units \$6,395.40



Pictured approximately 18 ft garland x 18" Bow

Recommendation is 12-14' Garland with 18" Bow



3 ft lit trees for Planters

Sell to businesses for \$25 each on Main Street

Put pine in the bottom of the planters.

Put 5-7 ft trees in the bump out in front of the Nest (tag City of Mayville)

Create an Avenue of Trees for Foster Park along the sidewalks.

Sell 3ft trees for \$25 and 5 ft Trees for \$50.

Place placard on each tree stating who donated.



Residential Incentive Program Application

Applicant Information:

Name(s): ACS RBHS, LLC
 Phone # (cell): 414-416-8515 (home): _____ (work): 262-691-7707
 Address (street, city, state, zip): 353 Forest Grove Dr, Ste 105
 Email: JIM@VALIDOHOMES.COM

Site Information:

Site Address: 1165 Crystal Lane + 777 Clark Street
 Site Owner: ACS RBHS, LLC

Construction purpose: ☒ Spec Home ☐ Rental Unit ☐ Primary residence ☐ Other

Estimated Completion Date: Completed 4/1/22 + 9/19/22

This will be the ____ (1st) ☒ (2nd) ☒ (3rd) single-family residence completed during a thirty-six (36) month period. If this project is the 2nd or 3rd single-family residence for which you are applying for an Incentive grant, identify the site address and completion date for the previous project(s):

1st Project - Site Address: 1193 Crystal Lane

Completion Date: 7/9/21

2nd Project - Site Address: _____

Completion Date: ____/____/____

Bank/Lender Information:

Bank/Lender Name: Horizon Bank

Bank/Lender Address: Waupun, WI

Signature  Date 1-13-23

I hereby apply for the Mayville Residential Incentive Program and I acknowledge that the information above is complete and accurate; I understand that an incentive shall not be granted until a clean certificate of occupancy is granted and an assessed value of more than \$150,000 has been calculated; I understand that failure to comply with all required inspections or failure to comply with all ordinance and code requirements may void an incentive; I understand that funds are based on availability; I understand that applications must be approved by the Community Development Authority; I understand that an award shall not be granted if there are outstanding charges or violations against the property; and I shall not hold the City liable.

For Office Use Only

Permit # _____ Date Issued: _____ Parcel # _____

Certificate of Occupancy Date: _____ Final Assessed Value: _____ Date _____



Residential Incentive Program

How to Apply

- When submitting a building permit application also complete the Residential Incentive Program Application and submit it to Mayville City Hall
- Only building permits issued after November 1, 2020 for new single-family residential dwellings on existing platted lots are eligible for an incentive

Restrictions

- The permit must be for a single-family construction
- Construction must be done on an existing platted lot in the City of Mayville
- The incentive payment does not apply to additions, remodeling, or construction of accessory buildings/uses
- New multifamily developments (2+ units) are not eligible for an incentive payment
- The assessed value of the property, after construction, shall be greater than \$150,000 in total

Program Award

- Incentives shall be issued to newly constructed single-family homes with an approved application from the Community Development Authority, as follows:
 - One percent (1.00%) of the assessed value of the constructed improvement for the first (1st) such single-family residential dwelling
 - two percent (2.00%) of the assessed value of the constructed improvement of the second (2nd) such single-family residential dwelling
 - and three percent (3.00%) of the assessed value of the constructed improvement of the third (3rd) such single-family residential dwelling
- An award shall not be granted until a Final Occupancy Permit is granted by the Building Inspector
- All awards will be issued after January 15th of the year following the final occupancy being granted
- Awards made are also based on available funding
- An award shall not be granted if there are any outstanding charges or violations against the property
- The program is anticipated to expire in 36 months, but will be evaluated annually and may be withdrawn or extended subject to approval annually

#21-56700-72-354-000
Budgeted \$16,000 for 2023.

6.2.b

City Comptroller-Treasurer

From: Allen S <allens.apraz@gmail.com>
Sent: Friday, March 31, 2023 1:39 PM
To: City Comptroller-Treasurer
Subject: Incentive plan values

I didn't hear back from you regarding my incentive plan response.

Regarding the two properties requested, here are the following full value assessment amounts of the houses only:

2nd- 1432-062
1165 Crystal Lane
Completed house value is \$311,000

= \$6,220.⁰⁰

3rd- 1432-041
777 N Clark Street
Completed house value is \$283,500

= \$8,505.⁰⁰

Let me know if you have any questions.

Allen

920-749-1995-ext 8810

\$14,725.⁰⁰

03/25/2023 03:44 PM

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Parcel #: 251-1216-1432-062**Alt. Parcel #:** 251142002300251 - CITY OF MAYVILLE
DODGE COUNTY, WISCONSIN

Tax Address: JASON BUSKE SARAH BUSKE 1165 CRYSTAL LN MAYVILLE WI 53050		Owner(s): O = Current Owner, C = Current Co-Owner O - BUSKE, JASON C - BUSKE, SARAH																					
Districts: SC = School SP = Special Type Dist # Description SC 3367 MAYVILLE SCHOOL SP 1000 MPTC FOND DU LAC		Property Address(es): * = Primary * 1165 CRYSTAL LN																					
Abbreviated Description: Acres: 0.270 (See recorded documents for a complete legal description.) LOT 23 TOWN AND COUNTRY HEIGHTS		Parcel History: <table border="1"> <thead> <tr> <th>Date</th> <th>Doc #</th> <th>Vol/Page</th> <th>Type</th> </tr> </thead> <tbody> <tr> <td>04/12/2022</td> <td>1324100</td> <td></td> <td>WAR</td> </tr> <tr> <td>04/13/2021</td> <td>1306806</td> <td></td> <td>WAR</td> </tr> <tr> <td>05/14/2003</td> <td>989955</td> <td></td> <td>DCL</td> </tr> <tr> <td>05/14/2003</td> <td>989954</td> <td>CABB/57</td> <td>PLAT</td> </tr> </tbody> </table>		Date	Doc #	Vol/Page	Type	04/12/2022	1324100		WAR	04/13/2021	1306806		WAR	05/14/2003	989955		DCL	05/14/2003	989954	CABB/57	PLAT
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Plat: * = Primary * MB-METES AND BOUNDS		Tract: (S-T-R 40% 160% GL) Block/Condo Bldg: 14-12N-16E NW SW																					

2023 SUMMARY**Bill #:****Fair Market Value:**

0

Last Changed: 09/01/2022**Valuations:**

Description	Class	Acres	Land	Improve	Total
RESIDENTIAL	G1	0.270	35,000	241,500	276,500

Totals for 2023:	General Property	0.270	35,000	241,500	276,500
	Woodland	0.000	0		0

Totals for 2022:	General Property	0.270	35,000	241,500	276,500
	Woodland	0.000	0		0

Lottery Credit: Claim Count: 0

Parcel #: 251-1216-1432-041

03/25/2023 03:46 PM

PAGE 1 OF 1

Alt. Parcel #: 251142000200251 - CITY OF MAYVILLE
DODGE COUNTY, WISCONSIN**Tax Address:**
DAVID E SHEELY
KAREN M LAKONEN777 N CLARK ST
MAYVILLE WI 53050**Owner(s):** O = Current Owner, C = Current Co-Owner
O - SHEELY, DAVID E
C - LAKONEN, KAREN M**Property Address(es):** * = Primary
* 777 VAC N CLARK ST**Districts:** SC = School SP = Special

Type	Dist #	Description
SC	3367	MAYVILLE SCHOOL
SP	1000	MPTC FOND DU LAC

Abbreviated Description: **Acres:** 0.310
(See recorded documents for a complete legal description.)
LOT 2 TOWN AND COUNTRY HEIGHTS

Parcel History:			
Date	Doc #	Vol/Page	Type
09/23/2022	1330237		WAR
06/18/2021	1310341		WAR
05/14/2003	989955		DCL
05/14/2003	989954	CABB/57	PLAT

Plat: * = Primary
* MB-METES AND BOUNDS**Tract:** (S-T-R 40% 160% GL) **Block/Condo Bldg:**
14-12N-16E NW SW**2022 SUMMARY****Bill #:**
43749**Fair Market Value:**
36,900**Valuations:****Last Changed:** 09/01/2022

Description	Class	Acres	Land	Improve	Total
RESIDENTIAL	G1	0.310	36,500	0	36,500

Totals for 2022:					
General Property		0.310	36,500	0	36,500
Woodland		0.000	0		0

Totals for 2021:					
General Property		0.310	18,500	0	18,500
Woodland		0.000	0		0

Lottery Credit: **Claim Count:** 0