

COMMUNITY DEVELOPMENT AUTHORITY
Thursday March 31, 2026
5 p.m. – Council Chambers

Present: Shawna Bratlie, Tyler Brandt, Chris Buchanan, and Mike Hobbs

Absent: Joe Wilhelm and Sarah Peters

Also Present: Dale Nichols; Mayor, Dennis Todd; council member, Mark Darr; alderperson, Bob Schooley arrived at 5:31PM

Meeting was called to order by President Shawna Bratlie at 5:00 p.m.

Motion by Hobbs to approve the minutes of the February 24, 2026 meeting. Second by Buchanan. Motion carried.

Conflict of interest identified by Buchanan regarding the Historical Society EEDI application. She stated she will recuse her vote.

Four businesses submit applications for the EEDI Grants/Loans. They were reviewed and discussed individually.

First was the application for Tri-Five Properties. This application was sent in to make some updates to an existing "Airbnb/single rental motel" within the commercial district. It was mentioned the requested improvements would increase property value and the business appeal. Hobbs made a motion to approve the request for a \$5,000 grant, contingent on the owner meeting zoning requirements and it being approved through the city council. Second by Brandt. Motion carries

The second application reviewed was from Static Hair Studio. This application was to help relieve some of the startup cost debts. The CDA discussed that they want her to succeed and this could help with that. Hobbs made a motion to approve her application for \$5,000 with the contingency that she uses the money to repay her current CDA loan. Buchanan second. Motion Carried.

The third application was for the Pittsville Area Historical society. The request was for \$2,718 to replace the existing entrance door, add an overhang for above the new door, and purchase some metal silhouettes for the front of the building to spruce it up. It was mentioned that the Historical Society improves the façade of the commercial district and the quality of life here. It was mentioned that this seemed like a low bid so the Historical Society could ask for more since the grants are allowed up to \$5,000. Hobbs made a motion to approve this application. Second by Brandt. Buchanan recused from voting per conflict of interest. Motion carried.

The final application was from LCJ Investments to build a small drive through coffee shop. The application request was for \$5,000 grant funds and a \$10,000 for a loan. On the paperwork the total project amount was estimated to be \$30,000. The CDA agreed that this would be a nice addition and how convenient the drive through option would be. They stated they prefer a permanent structure for the investment. It was mentioned that there may be a movable existing structure in Marshfield that could be looked into for purchase. Motion made by Hobbs to approve \$5,000 grant funds and up to \$15,000 in loan money due to higher estimated cost. This would have a 2-year deferred payment plan that would then start with a prime plus 1% interest rate after the 2 years defer. This would include the contingency that it be built as a permanent structure versus something on skids that could be moved. Second by Brandt. Motion carried.

The question was asked about who can apply for these grants. It was responded that any existing businesses what are looking to make improvements should be encouraged to apply. Angela will discuss with WEDC again regarding any exceptions.

The Market and Static Hair Studio have made payments to be added to the welcome sign at the city limits. The clerk's office will reach out the event city design for completion.

The CDA discussed the open position for the Vice President. Hobbs nominated Tyler Brandt. Nominations close. Hobbs makes a motion to approve nomination. Schooley Second. Motion Carried

Buchanan makes motion to approve unanimous ballot Mike Second. Motion carried

Tyler Brandt is now the CDA Vice President.

Shops reservation agreement is reviewed. This is brought in to keep reservations consistent and keep all renters informed of all expectations and things allowed. Hobbs made a motion to recommend the agreement to the city council. Buchanan second. Motion carried.

Bratie asked for an update on the sign for the Shops at the green space. Angela will call Event City Design for an update.

Hobbs gives an update that he turned in the application for the rack cards and is awaiting to hear if we have been approved or not.

Deferring payments for the HWY 80 road and roundabout project was discussed. Due to reduced traffic through the city, it is recognized that the local businesses may suffer financially. Due to that, there was a motion made by Hobbs to defer CDA loan payments up to 4 months from the time the road construction starts. This will assist in any financial strain from the lack of traffic. Second by Brandt. Motion Carried

4th of July scheduling is going to look a little different this year. There has been a lot of talk of things being changed but confirmation is needed from the Lions. Angela will reach out to obtain any information we can.

Hosting a "Shops at the green space" grand opening was mentioned. Ideas were to have Katie and Kathy's shops be open, and anyone else that will be renting a shop at that time. They discussed inviting WEDC and the Chambers as well. The hope was to have music also. The committee discussed hosting this during the week before Memorial Day. More will be decided at the next meeting which will be scheduled toward the end of April.

There will need to be a meeting toward the end of June for the CDA to submit the grant from the CDI.

There were no vouchers to approve.

Future agenda items include new EEDI applications review/approval, CDI grant, Shops Grand opening,

6:08 PM Motion by Hobbs. to adjourn. Second by Buchanan. Motion carried and the meeting was adjourned.

Submitted by,
Angela Krueger
CDA Administrator