

## VILLAGE OF GRAFTON

### COMMUNITY DEVELOPMENT AUTHORITY MEETING MINUTES

WEDNESDAY, FEBRUARY 3, 2016 AT 6:15 P.M.

The Community Development Authority meeting was called to order at 6:15 p.m. by Chair Roger Kirgues.

Board members present: Alan Kletti, Dan McKelvey, Village President Jim Brunnquell, Roger Kirgues, and Trustee Dave Antoine

CDA members excused: John Gassert and Al Richards

Staff/Officials present: Director of Planning and Development Jessica Wolff and Village Attorney Mike Herbrand

Others Present: Michele Tietz, owner of Little Hands Child Care and Michael Rud, Michele Tietz's attorney

Roger Kirgues was appointed temporary Chair.

#### **MINUTES**

Motion by Commissioner Kletti, seconded by Commissioner McKelvey to approve the minutes of the January 13, 2016 Community Development Authority meeting, as presented. Motion carried.

#### **HEAR PERSONS REQUESTING TO BE HEARD**

None

#### **REVIEW AND CONSIDERATION OF A SIGN GRANT REQUESTED BY DONAHUE & ASSOCIATES LOCATED AT 2134 WISCONSIN AVENUE**

Director Wolff described the sign and noted that the CDA directed staff to require multiple cost estimates for sign grant projects. The CDA felt that this was not necessary for larger projects like this one that will cost much more than \$1,000.

Motion by President Brunnquell, seconded by Commissioner Kletti to approve the sign grant for Donahue & Associates, located at 2134 Wisconsin Avenue in the amount of \$1,000 as presented. Motion carried.

#### **AUTHORIZE VILLAGE ATTORNEY TO INITIATE EVICTION PROCESS FOR LITTLE HANDS CHILD CARE, 1517 WISCONSIN AVENUE, DUE TO FAILURE TO PAY RENT**

Attorney Herbrand noted that two rent payments have been made since the January CDA meeting. There was discussion about the status of late rent.

Attorney Rud noted that Ms. Tietz has been paying rent every month. It was Attorney Rud's opinion that, per state law, Ms. Tietz is on a year to year lease not a month to month.

President Brunquell noted that the conditions from January included submitting a plan for a new location. Progress is important. Ms. Tietz indicated that plans have been finalized for the new location and there were family medical issues that needed her attention in January.

Commissioner Kirgues asked Ms. Tietz about the timeline for relocation and the timeline to become current with rent. Ms. Tietz does not believe she is behind in rent and anticipates being in the new location in June. The submittal deadline for the March 22, 2016 Plan Commission meeting is February 22, 2016. They are currently serving 42 children with seven staff members at the current location and anticipate serving more children at the new location.

Motion by President Brunquell, seconded by Trustee Antoine to defer action until the March CDA meeting with the condition that Ms. Tietz will submit a complete application for the March Plan Commission meeting.  
Motion carried.

#### **OLD/NEW BUSINESS**

Attorney Herbrand and Director Wolff updated the CDA on the Comprehensive Plan Amendment project, the Lumberyard, and the former Tecumseh site.

#### **ADJOURN**

Motion by Commissioner Kletti, seconded by Commissioner McKelvey to adjourn at 6:45 p.m. Motion carried.