



Community Development Authority Meeting Agenda

Monday, July 21, 2025 at 6:30 PM

Columbus City Hall – 105 N. Dickason Boulevard

Call to Order

Determination of Quorum

Notice of Open Meeting

Approval of Agenda

Consent Agenda

1. CDA minutes from June 16, 2025

Unfinished Business

2. Consideration and possible action regarding the Business Retention and Expansion Program
3. Consideration and possible action regarding 103 N. Ludington Avenue property update

New Business

4. Consideration and possible action regarding 2026 CDA Budget

Other Reports

Adjourn



Community Development Authority Meeting Minutes

Monday, June 16, 2025 at 6:30 PM

Columbus City Hall – 105 N. Dickason Boulevard

Call to Order

Meeting was called to order at 6:30pm.

Determination of Quorum

A quorum consisted of Hackman, Meier, Decker, Meyers, Weinberger, Lawson, and Friederich. Staff liaison Bennett was present.

Notice of Open Meeting

Bennett stated the meeting was properly noticed.

Approval of Agenda

Meier motioned to approve the agenda with the amended swap of items 10 and 11 along with a second by Lawson. Motion carried unanimously.

Consent Agenda

Weinberger motioned to approve the consent agenda with a second by Decker. Motion carried unanimously.

1. Minutes
2. Financial Report
3. Presentation and discussion regarding activity report

Unfinished Business

No items for unfinished business.

New Business

4. Discussion and Possible Action Regarding Façade Grant Application for 116 W James Street – Holistic Life Chiropractic

The CDA reviewed the facade grant application from Holistic Life Chiropractic at 116 W. James St. The application is for awnings and banners. There was discussion about the added cost of the awning installation with Janell Voelker, the applicant.

Meier motioned to approve the facade grant request for up to \$3,839.15, with a second by Lawson. Roll call vote: Friederich - aye, Lawson - aye, Weinberger - aye, Meyers - aye, Decker - aye, Meier - aye, and Hackman - aye. Motion carried unanimously.

5. Discussion regarding First Impression Visit to Dodgeville

Bennett gave a recap of the visit to Dodgeville, WI as part of the First Impressions Program. Bennett stated a delegation from Dodgeville will have visited Columbus and give reciprocal feedback that will be part of a report that Columbus can use for various development purposes.

6. Discussion and possible action regarding the business, retention, and expansion program.

Bennett presented the Business Retention and Expansion Program which highlighted its objectives, team, priorities, and listed initial business visits for 2025. The program aims to build relationships between the City and local businesses and will rotate visits. Initially, the City will visit large employers and plans to have the team visit a variety of local businesses. The CDA did not take any potential action.

7. Review by-laws.

Bennett presented the current by-laws for CDA. Discussion primarily focused on reducing the number of officers, specifically, eliminating the Treasurer of the CDA. Staff will review any State Statutes regarding CDA officers if any. There was clarification needed in section 6 of the by-laws regarding potential creation of subcommittees. Staff will review rules regarding public hearings as clarification is needed regarding what triggers them and how they relate to other Zoning Ordinances. The CDA would like to address section 12 of its by-laws regarding amending rules to better clarify if needing all members present to vote or a majority of the quorum in attendance. The CDA would like to review by-laws at future meetings.

8. Election of officers: Chair, Vice-Chair, Treasurer, Secretary

Meyers was elected to Chair, Lawson elected to Vice Chair, and Hackman elected to Secretary and Treasurer.

9. Convene to Closed Session per 19.85(1)(e) Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session, specifically regarding 103 N. Ludington Street.

Motion by Meier with a second by Weinberger to convene to closed session. Motion carried unanimously.

10. Reconvene in open session.

Motion by Meyers with a second by Meier to reconvene to open session. Motion carried unanimously.

11. Any action deemed necessary from closed session.

Meier motioned to recommend to Council to purchase 103 N. Ludington St. for \$95,000 and giving the property owner 72 hours to accept or decline the offer. Decker seconded. Roll call vote: Weinberger - aye, Meyers - aye, Decker - aye, Meier - aye, Hackman - aye, Friederich - aye, and Lawson - aye. Motion carried unanimously.

Other Reports

No additional items added for future agendas.

Adjourn

Lawson motioned to adjourn with a second by Meier. Motion carried unanimously. The meeting is adjourned at 7:35pm.



Agenda Item Report

Meeting Type: Community Development Authority

Meeting Date: July 21, 2025

Item Title: Business Retention and Expansion Program

Submitted By: Mike Kornmann, Director of Community and Economic Development

Detailed Description of Subject Matter: The Business Retention and Expansion program is a goal in the City's strategic plan. To implement the plan, the City Administrator is requesting action and approval of this plan and forward it on to the City Council for final approval.

"BR&E" is a core economic development strategy and has helped the city address growth. We learn about how we can help retain businesses through meeting by developing relationships.

List all Supporting Documentation Attached:

- Business Retention and Expansion Program/Policy

Action Requested of Council: Recommend approval to City Council.



The objectives of the program are:

- To demonstrate support for local businesses
- To help solve immediate business concerns.
- To increase local businesses' ability to compete in the global economy
- To build community capacity to sustain growth and development.

Business Visit Team:

- Matt Amundson, City Administrator
- Mike Kornmann, Director of Community and Economic Development

One or more members will meet with businesses on the annual visit list.

Priorities:

The primary goal of the program in 2024-2026 will be to establish relationships with the businesses and understand some of the near-term needs. Phase two of the program in 2026-2028 will be do more formal surveys and analysis of business strengths and challenges. While these are two distinct phases, the approach of “meet/assess/respond” will be the general approach to any business visit.

Targeted businesses in 2025 will be major employers and downtown businesses. Businesses also include any property owners that lease their properties or may be interested in selling.

Types of analysis can be any of the following: market studies, cluster analysis, etc.

The City will also create a business list of contacts and follow up with businesses after a visit.

2025 Business Visit List:

Prairie Ridge Health Care, Vita Plus, Roberts Manufacturing, Lyco, Fluid Quip, Fromm, American Packaging Company (APC), Columbus School District, Duffy Fleet, GAR Plastics, Drexel, Auburn Ridge, Eggerts Imprints, QOC Innovations, Therm-All, Vesta Technologies, Enerpac,



Agenda Item Report

Meeting Type: Community Development Authority

Meeting Date: July 21, 2025

Item Title: 2026 CDA Budget

Submitted By: Mike Kornmann, Director of Community and Economic Development

Detailed Description of Subject Matter:

Attached is a draft CDA budget using our new software. Salary and fringe is not included in this version of the budget and will be added later in the process.

The key aspects of this budget include retaining of last year's façade grant program at \$32,500. A new item is \$25,000 for a consultant to create a downtown redevelopment plan. This item is listed in our strategic plan to be completed by 2026.

List all Supporting Documentation Attached:

- Draft 2026 CDA budget

Action Requested: Recommend 2026 budget for review and consideration by administration.

GeneralLedgerPeriod.ID 556 AND GLBudget.ID 14

Acct#	Title	Step	Budget	Projected	Current Actual	Current Budget	PY Actual	PY Budget
205 - COMMUNITY DEVELOPMENT AUTHORIT								
SUBSIDY FROM CITY								
205-421000-000	CDA; CONTRIBUTION FROM CITY	Department Head Approval	41,400.00	40,000.00	40,000.00	41,400.00	40,000.00	40,000.00
205-421000-100	CDA; CONTRIBUTION FROM SEWER	Department Head Approval	.00	.00	.00	.00	.00	.00
205-421000-200	CDA; CONTRIBUTION FROM W&L	Department Head Approval	.00	.00	.00	.00	.00	.00
205-421000-300	CDA; CONTR FROM CABLE FD	Department Head Approval	.00	.00	.00	.00	.00	.00
205-421000-400	CDA; CONTR FROM ROOM TAX FD	Department Head Approval	13,500.00	566.00	306.50	13,500.00	14,873.58	16,500.00
205-421000-500	CDA; PYMT FROM ADAMS ADVERTIS	Department Head Approval	.00	.00	.00	.00	.00	.00
SUBSIDY FROM CITY			54,900.00	40,566.00	40,306.50	54,900.00	54,873.58	56,500.00
SUBSIDY FROM CITY								
205-421240-000	CDA; TIF #4 CONTRIBUTION	Department Head Approval	8,500.00	8,500.00	8,500.00	8,500.00	8,500.00	8,500.00
SUBSIDY FROM CITY			8,500.00	8,500.00	8,500.00	8,500.00	8,500.00	8,500.00
SUBSIDY FROM CITY								
205-421242-000	CDA; CONTRIBUTION FROM TIF #3	Department Head Approval	.00	.00	.00	.00	.00	.00
SUBSIDY FROM CITY			.00	.00	.00	.00	.00	.00
CDA; TIF #5 CONTRIBUTION								
205-421245-000	CDA; TIF #5 CONTRIBUTION	Department Head Approval	8,500.00	8,500.00	8,500.00	8,500.00	8,500.00	8,500.00
CDA; TIF #5 CONTRIBUTION			8,500.00	8,500.00	8,500.00	8,500.00	8,500.00	8,500.00
SUBSIDY FROM CITY								
205-421246-000	CDA; TIF #6 CONTRIBUTION	Department Head Approval	8,500.00	8,500.00	8,500.00	8,500.00	8,500.00	8,500.00
SUBSIDY FROM CITY			8,500.00	8,500.00	8,500.00	8,500.00	8,500.00	8,500.00
CDA; TIF #7 CONTRIBUTION								

GeneralLedgerPeriod.ID 556 AND GLBudget.ID 14

Acct#	Title	Step	Budget	Projected	Current Actual	Current Budget	PY Actual	PY Budget
205-421247-000	CDA; TIF #7 CONTRIBUTION	Department Head Approval	.00	.00	.00	.00	.00	.00
	CDA; TIF #7 CONTRIBUTION		.00	.00	.00	.00	.00	.00
	SUBSIDY FROM CITY							
205-492100-000	CDA; TSF FROM GENERAL FUND	Department Head Approval	.00	.00	.00	.00	.00	.00
	SUBSIDY FROM CITY		.00	.00	.00	.00	.00	.00
	SUBSIDY FROM CITY							
205-492200-000	CDA; TSF FROM SURPLUS FDS	Department Head Approval	.00	.00	.00	.00	.00	.00
	SUBSIDY FROM CITY		.00	.00	.00	.00	.00	.00
	SUBSIDY FROM CITY							
205-414110-000	CDA; SUBSIDY FROM CITY	Department Head Approval	.00	.00	.00	.00	.00	.00
	SUBSIDY FROM CITY		.00	.00	.00	.00	.00	.00
	SUBSIDY FROM CITY							
205-454520-000	CDA; ADMINISTRATIVE FEES	Department Head Approval	.00	.00	.00	.00	.00	.00
	SUBSIDY FROM CITY		.00	.00	.00	.00	.00	.00
	SUBSIDY FROM CITY							
205-454550-000	CDA; CONTRACTED SERVICE FEES	Department Head Approval	.00	.00	.00	.00	.00	.00
	SUBSIDY FROM CITY		.00	.00	.00	.00	.00	.00
	SUBSIDY FROM CITY							
205-454560-000	CDA; MKTG & ANNUAL BUS DINNER	Department Head Approval	.00	.00	.00	.00	.00	.00
	SUBSIDY FROM CITY		.00	.00	.00	.00	.00	.00
	SUBSIDY FROM CITY							
205-484810-000	CDA; MISC. INCOME/REVENUES	Department Head Approval	200.00	484.00	262.19	200.00	332.69	200.00
	SUBSIDY FROM CITY		200.00	484.00	262.19	200.00	332.69	200.00

GeneralLedgerPeriod.ID 556 AND GLBudget.ID 14

Acct#	Title	Step	Budget	Projected	Current Actual	Current Budget	PY Actual	PY Budget
	SUBSIDY FROM CITY							
205-484815-000	CDA; DONATED - WPPI-DT FACADE	Department Head Approval	.00	.00	.00	.00	.00	.00
	SUBSIDY FROM CITY		.00	.00	.00	.00	.00	.00
	SUBSIDY FROM CITY							
205-484816-000	CDA; DONATED BUS INTERN PRGM	Department Head Approval	.00	.00	.00	.00	.00	.00
	SUBSIDY FROM CITY		.00	.00	.00	.00	.00	.00
	SUBSIDY FROM CITY							
205-484820-000	CDA; INTEREST ON INVESTMENTS	Department Head Approval	3,100.00	2,591.00	1,403.33	3,100.00	3,305.93	2,780.00
	SUBSIDY FROM CITY		3,100.00	2,591.00	1,403.33	3,100.00	3,305.93	2,780.00
	SUBSIDY FROM CITY							
205-484860-000	CDA; RENT OF PROPERTY	Department Head Approval	.00	.00	.00	.00	.00	.00
	SUBSIDY FROM CITY		.00	.00	.00	.00	.00	.00
	SUBSIDY FROM CITY							
205-484870-000	CDA; SALE OF PROPERTY	Department Head Approval	.00	.00	.00	.00	.00	.00
	SUBSIDY FROM CITY		.00	.00	.00	.00	.00	.00
	SUBSIDY FROM CITY							
205-494950-000	CDA; INVESTMENT FUNDS	Department Head Approval	.00	.00	.00	.00	.00	.00
	SUBSIDY FROM CITY		.00	.00	.00	.00	.00	.00
	Total Revenue:		83,700.00	69,141.00	67,472.02	83,700.00	84,012.20	84,980.00
	REVOLVING LOAN FUND							
205-511920-348	CDA; BAD DEBT EXPENSE	Department Head Approval	.00	.00	.00	.00	.00	.00
	REVOLVING LOAN FUND		.00	.00	.00	.00	.00	.00
	REVOLVING LOAN FUND							

GeneralLedgerPeriod.ID 556 AND GLBudget.ID 14

Acct#	Title	Step	Budget	Projected	Current Actual	Current Budget	PY Actual	PY Budget
205-561000-219	CDA; PROFESSIONAL FEES	Department Head Approval	27,200.00	858.00	465.00	2,200.00	1,712.80	2,200.00
205-561000-250	CDA; OFFICE EQUIPMENT	Department Head Approval	.00	.00	.00	.00	.00	.00
205-561000-291	CDA; BUSINESS INTERNSHIP PRGRM	Department Head Approval	.00	.00	.00	.00	.00	.00
205-561000-311	CDA; POSTAGE	Department Head Approval	100.00	27.00	14.49	200.00	18.22	50.00
205-561000-312	CDA; OP SUPPLIES & EXPENSES	Department Head Approval	200.00	7.00	3.84	250.00	103.41	250.00
205-561000-318	CDA; MARKETING & ADVERTISING	Department Head Approval	2,500.00	.00	.00	7,500.00	.00	7,500.00
205-561000-319	CDA; FACADE IMPROVEMENT PRGM	Department Head Approval	32,500.00	25,000.00	1,107.75	32,500.00	25,000.00	32,500.00
205-561000-320	CDA; BUSINESS DEV & MARKETING	Department Head Approval	.00	.00	.00	.00	.00	.00
205-561000-321	CDA; BUSINESS APPRECIATION	Department Head Approval	.00	.00	.00	.00	.00	2,500.00
205-561000-332	CDA; MILEAGE & EXPENSES	Department Head Approval	1,500.00	985.00	533.44	1,500.00	820.11	750.00
205-561000-333	CDA; EDUCATION/TRAINING	Department Head Approval	2,000.00	1,813.00	981.88	2,000.00	1,130.90	2,000.00
205-561000-334	CDA; MEMBERSHIP DUES	Department Head Approval	700.00	286.00	155.00	700.00	80.00	.00
205-561000-340	CDA; PROPERTY ACQUISITION FUND	Department Head Approval	.00	.00	.00	.00	.00	.00
205-561000-345	CDA; NEWSLETTER	Department Head Approval	.00	.00	.00	.00	.00	.00
205-561000-346	CDA; WEBSITE SUPPORT/DESIGN	Department Head Approval	2,000.00	3,245.00	1,757.90	2,000.00	3,542.29	2,000.00
205-561000-348	CDA; CONTINGENCY	Department Head Approval	.00	.00	.00	.00	.00	.00
205-561000-351	CDA; ENERGY INDEP GRANT EXP	Department Head Approval	.00	.00	.00	.00	.00	.00
REVOLVING LOAN FUND			-68,700.00	-32,221.00	-5,019.30	-48,850.00	-32,407.73	-49,750.00
Total Expenditure:			-68,700.00	-32,221.00	-5,019.30	-48,850.00	-32,407.73	-49,750.00
Total 205 - COMMUNITY DEVELOPMENT AUTHORIT:			15,000.00	36,920.00	62,452.72	34,850.00	51,604.47	35,230.00

GeneralLedgerPeriod.ID 556 AND GLBudget.ID 14

Acct#	Title	Step	Budget	Projected	Current Actual	Current Budget	PY Actual	PY Budget
Total:			15,000.00	36,920.00	62,452.72	34,850.00	51,604.47	35,230.00