

Community Development Authority Agenda
September 22, 2025
Reedsburg City Hall Council Chambers
5:30 PM

NOTICE IS HEREBY GIVEN THAT A MAJORITY OF THE MEMBERS OF THE COMMON COUNCIL MAY ATTEND THIS MEETING TO GATHER INFORMATION ABOUT A SUBJECT OVER WHICH THE COMMON COUNCIL HAS DECISION-MAKING AUTHORITY. IF A QUORUM OF THE COMMON COUNCIL ATTENDS THIS MEETING, NO ACTION WILL BE TAKEN BY THE COMMON COUNCIL AT THIS MEETING.

CALL TO ORDER

APPROVAL OF MINUTES

I. APPROVE MINUTES FOR THE MEETING HELD ON AUGUST 20, 2025:

THE COMMITTEE WILL RECEIVE INFORMATION ON NON-AGENDA TOPICS BROUGHT BEFORE THE COMMITTEE BY MEMBERS OF THE PUBLIC. THE COMMITTEE WILL NOT DISCUSS THESE TOPICS, AND WILL NOT TAKE ACTION ON ANY OF THEM AT THIS MEETING

I. GENERAL BUSINESS:

- A. Consider closed Session per sec. 19.85(1)(e), Stats., conducting specified public business requiring a closed session, for competitive reasons, to review business plan for startup business under the Business Incubator Program.
- B. Reconvene into Open Session.
- C. Consider 1st-year funding for Court & Main LLC under the Business Incubator Program.
- D. Consider updates to Incubator Plan

II. ADJOURN:



The City of Reedsburg does not discriminate on the basis of disability in the admissions or access to, or treatment of or employment in, its programs or activities. Disability-related aids or services, including printed information in alternate formats, to enable persons with disabilities to participate in public meetings and programs are available by calling (608) 524-6404. To be able to meet the needs of a request for a different format contact the City Clerk-Treasurer at 134 S. Locust Street, Reedsburg, WI at least 48 hours prior to the commencement of the meeting so that any necessary arrangements can be made to accommodate each request.

Community Development Authority

Meeting Minutes

August 20, 2025

Alder Jason Schulte called the meeting to order at 6:15 PM.

Present: Alder Sonny Hyde, Beth DeForge, Jodi Beyer, Matt Smuksta, Todd Polk

Absent:

Staff: Brian Duvalle

Motion by DeForge, seconded by Beyer to approve the 7/15/25 minutes.

Motion approved

Consider closed Session per sec. 19.85(1)(e), Stats., conducting specified public business requiring a closed session, for competitive reasons, to review business plan for startup business under the Business Incubator Program.

Motion by Polk, seconded by DeForge to approve moving to closed session.

Motion approved

Reconvene into Open Session.

Motion by Polk, seconded by Beyer to approve moving to open session.

Motion approved

Consider 1st-year funding for Christl Klear Consulting and Learning Centers under the Business Incubator Program.

Motion by Smuksta, seconded by Hyde to approve \$2000 / six months upon starting business services at this location.

Motion approved

Consider 1st-year funding for TNT Sharpening LLC under the Business Incubator Program.

Motion by Schulte, seconded by Polk to deny request based on it being an existing business looking at a new building rather than a new business.

Motion approved

Consider additional 1st-year funding for StudioBE LLC under the Business Incubator Program.

Motion by DeForge, seconded by Beyer to approve \$300 / six months.

Motion approved

Consider updates to Incubator Plan

Discussion held on proposed changes to the plan, such as lease agreements. Max Buckner will draft a new version for review and approval.

Motion by Smuksta, seconded by Polk to adjourn at 7:21 p.m.

Motion approved

Respectfully submitted,

Brian Duvalle, Planner/Bldg. Inspector



City of Reedsburg
134 South Locust Street, P.O. Box 490
Reedsburg, WI 53959
Ph. 608-524-6404 Fax. 608-524-8458
www.reedsburgwi.gov

Reedsburg Business Incubator

Prepared by:

Community Development Authority
134 Locust Street
Reedsburg, Wisconsin

_____, 2025

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Mission Statement, Vision, Key Objectives

Mission Statement:

The City of Reedsburg, **under authority of the Community Development Authority (CDA)**, will foster the creation and growth of startup businesses and promote the redevelopment of the business districts through the use of business startup programs.

Vision:

Stimulate the redevelopment of the business area through the use of a business incubation program.

Key Objectives:

- * Assist entrepreneurs to create successful new businesses.
- * Help to keep the City vital through the introduction of new businesses.
- * Minimize empty commercial spaces.
- * Attract innovative companies that can add value back to the City.
- * Create exponential value to the other businesses.
- * Create employment opportunities for area residents.
- .

Program Concept

The Reedsburg incubator program will work as a partnership with existing property owners. ~~The City, under authority of the Community Development Authority (CDA), may co-sign a lease agreement with new business startups with the existing property owners.~~ Any commercial **or appropriate residential** space in Reedsburg is eligible to participate in the Incubator program. The City may ~~pay~~ **subsidize** for ~~one year~~ **six months** of rent **or mortgage** and may ~~subsidize up to~~ **subsidize up to** a second year ~~if needed~~ **as conditions may warrant per the CDA**. The City will not pay any cost associated with ~~remodeling~~, utilities or repairs. The City will not be responsible for damage caused by the lessee. If the business operation is also the Business building owner the application for CDA Incubator space program funds will be considered on a case by case basis.

Organizational Structure

Administration:

The Reedsburg Incubator Program will be administered by the Community Development Authority. ~~Any lease agreements must be approved by the Community Development Authority.~~ The Community Development Authority will meet in closed session to review business plans to maintain proprietary information.

Ownership:

The incubator spaces will be owned and maintained by the private owners.

Lease Details

~~Lease Length:~~

~~The business locating into the incubator space will have six months to one year to establish itself. The lease will commence the first or fifteenth of the month in which they enter the premises, whichever comes next. The lease shall be twelve months in length maximum. Once approved, the applicant must return Form W-9 Request for Taxpayer Identification Number and Certification to City of Reedsburg after the first payment. The City will withhold additional payments until the form is returned.~~

~~Graduation Policy:~~

~~The lease may be extended upon approval by the Community Development Authority. Consideration will be given for lease extensions based upon the occupancy of the other incubator spaces, waiting list to enter the incubator, the progress of the company and their ability to survive outside the incubator. No lease subsidy will be provided past two years for any reason.~~

~~Security Deposit:~~

~~A security deposit equivalent to one month's rent will be due prior to occupancy and payable by the lessee business to the property owner. The City will not be held responsible for any damages caused by lessee.~~

~~Utilities:~~

~~Utility costs will be the responsibility of the lessee business. If the business ceases to exist prior to the end of the lease agreement, utility cost will revert back to the property owner for the empty space.~~

~~Lease Agreement:~~

~~Leases will be negotiated by the applicant and approved by the Community Development Authority. If an applicant withdraws his/her business from an approved rental space prior to the end of the approved timeframe, the applicant forgoes any additional rent payments that are due. The applicant shall request a new approval from the CDA to resume payments.~~

~~Insurance:~~

~~The City will not be responsible for building or renters insurance.~~

Payment:

Payment shall begin once the incubator business is open for regularly scheduled operation or as approved by the CDA. The applicant shall notify the City of the property owner's name and mailing address upon incubator approval for payment and tax purposes. The property owner must then return Form W-9 Request for Taxpayer Identification Number and Certification to City of Reedsburg after the first payment. The City will withhold additional payments until the form is returned. Payment will cease upon any default or business relocation of the incubator applicant. The CDA also has discretion to stop payment following review with the incubator applicant.

Application Process

The success of the incubator program will be measured by the quality and long term success of the businesses selected to participate in the program. The application, screening and selection process are important in setting the incubator program on a path to success. The City should recruit and select businesses with the best chance of success and that provide added value to the City. ~~The City will seek to attract a diverse range of companies to increase synergy and diminish direct market competition between client companies to the extent possible.~~

Application:

Since the selection of businesses is a critical factor in the ultimate success of an incubator, it is important to carefully screen, evaluate and select companies. Screening includes assessment of a number of factors, ensuring that businesses are entering the incubator at an appropriate time in their development, and that the businesses will add value to the City.

The screening and selection process involves submission of the application material and ~~possible~~ **mandatory** interview with the Community Development Authority. The application ~~should~~ **shall** be in the form of a business plan. ~~but a written description of the business may be sufficient if it covers the basic elements of a business plan.~~

Business Plan

A business plan shall be submitted for CDA review. Sample business plans can be found at the US Small Business Administration (SBA) website (e.g. search 'SBA business plan'). Plans shall include financial data and any supporting documents.

Screening and Selection Process

The business plan or business summary will be reviewed and accepted based on the following criteria:

- * Business Potential - includes quality of business plan, assessment of product being proposed, clarity of market focus, assessment of competition and other business factors.
- * Commercial Viability - assessment of commercial market opportunities.
- * Quality of Management Team - business and/or technical experience related to the focus of the startup.
- * Need - demonstrated need for assistance at startup.
- * Economic Impact on Community - includes job creation potential and economic benefit to contractors and vendors.

In addition to the business plan or summary, each business must meet the following criteria to be accepted into the incubator; and may be required to participate in an interview with the Community Development Authority:

1. Be a business complimentary to the existing business community.
2. Be in the early stages of development or expansion as a business.
3. Show the ability to develop a positive cash flow and start paying rent.
4. Identify a product or service that can be developed into a successful business.
5. Have the potential to generate economic benefits by creating jobs, producing work for vendors in the community or developing a service deemed to have a potential impact in the marketplace.
6. The CDA will review the business' status after six months.

Property Selection

The final decision, on which property is selected, will be based upon rent amount, space desirability, and individual business needs. Ultimately both the new business and the Community Development Authority and the property owner will need to agree on a specific space at a specific rental rate. The City will not discriminate against any property owner or provide preferential treatment but will make the best business decision under the terms of this program.