

**MINUTES
SPECIAL PROJECTS COMMISSION
March 8, 2007**

The Special Projects Commission Meeting was called to order at 2:04 P.M.

In attendance was Mary Claire Lanser, Citizen Member; Ronald Salke, Hotel/Motel Representative; Lori Schinker, Citizen Member; and Jon Rocco, Citizen Member. James Simonson, Citizen Member, was excused. Also present was Nikki Jones, Planning Services Manager, and Amy Bennett, Associate Planner.

NEW BUSINESS

1. Ms. Jones went over the materials used for this grant program. There is a Phase I and a Phase II application, with \$35,000 budgeted for 2007. The maximum grant is \$7,500. The hotel night stays has been included in the application this year. The applicant will have to explain how the request for the grant money would generate an overnight stay at a New Berlin hotel. Mr. Kessler will work on a summary from 2006.
2. Following is the Summary of the Small Grants Program Timeline agreed to by the Committee:

2007

- March 9, 2007 – Applications Mailed.
- March 30, 2007 – Phase I Application Due.
- April 10, 2007 – Special Project Commission Meeting – Review of Phase I Apps.
- April 11, 2007 – Phase II Applications/Invitations Mailed.
- May 4, 2007 – Phase II Applications Due.
- May 10, 2007 – Special Project Commission Meeting – Review of Phase II Apps. – Council Recommendations.
- May 22 or June 12, 2007 – Common Council Approval of Grant Recommendations.

The Committee suggested a public notice be put in the newspaper to generate interest in the grant program.

Phase I completed applications will be sent to the Committee Members before the April 10, 2007 meeting for review.

Phase II completed applications will be sent to the Committee Members before the May 10, 2007 meeting for review.

The application list will be forwarded to the Committee members for review. Discussion followed regarding the Mayor's Office applying for the grant. Discussion regarding the fact that Eisenhower High School is building a new concession stand project, and if a grant application could be used because this would generate overnight stays at New Berlin hotels for any sporting events or tournaments.

Motion by Mr. Salke to raise the ceiling of available grant money to \$10,000. Seconded by Ms. Lanser. Motion carried unanimously.

Ms. Jones stated Council would have to make the decision to increase the amount of the grant money.

The consensus of the Committee was to put an Addendum on the Phase II portion of the grant application that the amount would possibly increase to \$10,000. The local match would have to be 10% of the amount that would have to be changed on the Phase II grant application.

Motion by Mr. Salke to adjourn at 2:20 P.M. Seconded by Ms. Schinker. Motion carried unanimously.