

Approved

**Redevelopment Authority Commission  
Minutes**

**November 9, 2017**

**Brillion Community Center**

**6:30 pm**

**CALL TO ORDER:**

Chairperson Beth Wenzel called the meeting to order at 6:30 pm.

**ROLL CALL:**

Present were Chairperson Beth Wenzel, Matthew Bennett, Kim Buboltz, Tamara Hillmann, Jerome Popp, Ralph Rice and Alderperson Mel Edinger. Also present was Administrator/Clerk-Treasurer Lori Gosz and Mayor Gary Deiter.

**Guests:**

Calumet County Economic Development Director Mary Kohrell, Amy Vaclavik and Steve Knuth from the IPR Group, Sarah Pielhop, and David Nordby.

**APPROVAL OF AGENDA:**

**Motion** – Edinger moved to approve the agenda as printed and circulated. Seconded by Buboltz. Motion carried unanimously.

**APPROVAL OF MINUTES – OCTOBER 10, 2017 REDEVELOPMENT AUTHORITY COMMISSION MINUTES:**

Wenzel pointed out the minutes under the Brillion Iron Works Update appear to be unfinished. Gosz suggested correcting the minutes under the Brillion Iron Works Update to read; Gosz reported on meetings with a very interested party on the Brillion Iron Works property.

**Motion** – Bennett moved to approve the minutes of the October 10, 2017 Redevelopment Authority Commission meeting as corrected. Seconded by Edinger. Motion carried unanimously.

**REPORT ON BUDGET:**

Buboltz reported on the Redevelopment Authority bank account which has balance of \$12,620.02 to date.

**Motion** – Hillmann moved to approve the Treasurer’s Report. Seconded by Edinger. Motion carried unanimously.

**REVIEW OF VISION, GOAL AND OBJECTIVES:**

Hillmann read the Redevelopment Authority’s Vision, Goal and Objective statement.

**DOWNTOWN DEVELOPMENT PROJECT:**

**Agreement for Professional Services – McMahon – Certified Survey Map:**

The Agreement for Professional Services with McMahon for the Certified Survey Map was reviewed by the Commission. Knuth distributed a site plan which illustrates the portion of the project area that will be the residential development and parking. Wenzel explained she spoke

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with the residential developer Andy Dumke, on the parking lot. The Developer needs to be guaranteed 1.5 lots per dwelling unit, therefore either the lot includes enough space for the parking or there be an extended lease from the City for parking.

**Motion** – Edinger moved to approve the Agreement for Professional Services with McMahon for the Certified Survey Map with the funds to be taken from the RDA bank account. Seconded by Popp.

Bennett questioned if the RDA bank account funds can be used for professional services. Gosz stated the City allocated \$25,000.00 for the RDA to use for consultant fees, these professional services would be an acceptable use.

Rice questioned the scope of services from McMahon. He questioned why the RDA is taking on this cost and not the developer. Knuth explained the CSM is being developed to create a site for redevelopment to be sold to a developer. Gosz explained by including the necessary parking in Lot 2 of the CSM it allows for the necessary parking spaces for the residential development. She pointed out the City doesn't need to own the parking lot. Also if City owns the parking lot then anyone can park in the space, the developer cannot control who parks there. If the developer owns the parking lot, he can control the use and would be responsible for the cost of repairs/maintenance.

Motion carried unanimously.

**Project Budget and Financing Options – IPR Group or RDA:**

Gosz handed out a spreadsheet showing the three (3) financing options for the City Center portion of the project; RDA to borrow, construct and own the property, the IRP Group to construct and the RDA to borrow and own, and the IPR Group to construct and own the property. She explained that if the IPR Group would construct and own the building, then lease it back to the City, the City can issue a short term taxable G.O. Note annually to cover the lease payment for the following year's lease. She stated this has been confirmed with the City's Financial Advisor.

Knuth explained the City can lease it from the IPR Group until at any point the City would want to purchase the building. Vaclavik explained if the IPR Group constructs the building it would save approximately 15% in project costs. The IPR Group can ask for proposals from selected contractors streamlining the proposal process.

Rice stated he initially liked the second option, however, feels the IPR Group to own and lease back to the City would allow the RDA to use their borrowing capacity for a bigger project. He feels it is the most feasible option at this time, however, he would like to see an agreement with the IPR Group to be able to purchase the building over a short period of time. This can be negotiated with the IPR Group.

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**Motion** – Rice moved to proceed with the City Center financing option with the IPR Group to construct and own then lease back to the City. Seconded by Edinger. Motion carried unanimously.

**WEDC Community Development Investment Grant Application Update:**

Kohrell gave an update on the grant application process which is in the final stages of development. She stated the goal date to submit to WEDC is by November 14<sup>th</sup>. She explained the process for WEDC grant review. Kohrell stated she feels fairly confident that we would qualify and be successful in receiving the grant. The overall project cost for the grant application is approximately \$11,000,000. This includes projects the City has already committed to completing in the project area, i.e. infrastructure improvement, Brillion Community Center building renovation project, which will be considered the City's match.

**Closed Session per W.S.S. 19.85 (1)(e):**

**Motion** – Bennett moved to go into closed session per W.S.S. 19.85 (1)(e). Seconded by Buboltz. Motion carried unanimously. The Commission was in closed session at 7:35 pm.

**Open Session:**

**Motion** – Buboltz moved to return to open session. Seconded by Hillmann. Motion carried unanimously. The Commission returned to open session at 8:27pm.

**Offer to Purchase – Excel Properties LLC:**

**Motion** – Edinger moved to authorize Wenzel to sign the Counter Offer to Excel Properties LLC, pending final legal review. Seconded by Buboltz. Motion carried unanimously.

**Offer to Purchase – Northpointe Development Corporation:**

No Action.

**Developers Agreement – Northpointe Development Corporation:**

No Action.

**BRILLION IRON WORKS UPDATE:**

**Memorandum of Understanding:**

**Motion** – Bennett moved to recommend to City Council the approval of the Memorandum of Understanding between the City and Ariens Company for the acquisition of the Brillion Iron Works property. Seconded by Buboltz. Motion carried unanimously.

**FACEBOOK:**

Hillmann gave an update on the RDA Facebook page. She reported there have been 156 hits on the page.

**NEW BUSINESS:**

Hillmann reported on the Brillion's First Civic Organization Meet and Greet meeting. She stated it was well attended and plans to hold more meetings in the future.

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Mayor Deiter thanked the RDA for the work they have been doing on the redevelopment projects.

**Future Agenda Items:**

- Update from Park & Recreation Commission on Horn Park.

**Next Meeting Date:**

The next regular meeting of the RDA will be held on Thursday, December 14<sup>th</sup> at 6:30 pm.

**ADJOURNMENT:**

**Motion** – Buboltz moved to adjourn the meeting. Seconded by Edinger. Motion carried unanimously. The meeting was adjourned at 8:30 pm.

Lori M. Gosz  
City Administrator/Clerk-Treasurer  
Redevelopment Authority Commission Secretary