

**REDEVELOPMENT AUTHORITY COMMISSION
Minutes**

January 11, 2018

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, Jerome Popp, Tamara Hillmann (arrived at 6:37 pm), and Alderperson Mel Edinger. Also present were City Administrator/Clerk-Treasurer Lori Gosz and Calumet County Economic Development Director Mary Kohrell. Absent were Kim Buboltz, Ralph Rice and Mayor Gary Deiter.

Guests:

TJ Lamers from the IPR Group (via phone), Wes Kempen, and Alderpersons Joe Levash and Betty Nies.

APPROVAL OF AGENDA:

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

APPROVAL OF MINUTES – December 14, 2017:

Motion – Bennett moved to approve the minutes of the December 14, 2017 Redevelopment Authority Commission meeting as printed and circulated. Seconded Edinger. Motion carried unanimously.

REPORT OF OFFICERS:

Chairpersons:

Wenzel thanked everyone for their attendance and dedication to the Redevelopment Authority (RDA). She stated she has received positive comments on the projects that the RDA is working on. She stressed the importance of the projects and that proper procedures are followed. Bennett concurred stating it is important to keep moving forward with all projects the RDA is working on now and in the future.

Treasurer:

Wenzel stated that Buboltz submitted the Treasurer's Report. The RDA bank account at the State Bank of Chilton has a balance of \$12,256.52.

Motion – Edinger moved to approve the Treasurer's Report. Seconded by Bennett. Motion carried unanimously.

Attorney Fee Invoice from the City:

Wenzel explained the City Council has submitted to the RDA an invoice in the amount of \$2,352.00 for the City Attorney fees that the City has paid for the RDA Downtown project.

CSM Invoices from McMahon:

Wenzel reported two invoices have been received from McMahon for the CSM work done for the Main Street Square project.

Wenzel stated the money the RDA has in account at the State Bank of Chilton was given by the City for the RDA to use for consultant services. She stated the fees for the Attorney would qualify as consultant services. Edinger stated the engineering services from McMahon for the CSM are professional services for engineering/surveying which would also quality.

The invoice from the City and the invoices from McMahon total \$8,831.15.

Motion – Hillmann moved to take \$8,831.15 from the account at the State Bank of Chilton to pay for the invoices. Seconded by Popp. Motion carried unanimously.

REVIEW OF VISION, GOALS AND OBJECTIVES:

Wenzel read the RDA visions goals and objects statement for the record.

PROJECT FINANCING OPTIONS – EHLERS:

This will be tabled for a future meeting when more information is available.

GENERATE IDEAS TO CREATE REVENUE SOURCES:

Wenzel asked if any members have been thinking of ideas to create revenue sources. Gosz stated there might be items in the former T & C Market or chiropractic office that could be salvaged and sold prior to demolition. Bennett stated that Rice has had some ideas and suggested that Rice be asked to bring his ideas to the next meeting for the RDA consideration.

MAIN STREET SQUARE PROJECT:

Purchase of Property – 205 N. Main Street – Property Title Commitment:

(TJ Lamers joined the meeting via phone at this time).

Gosz explained that during the process of purchasing the property from Randy Schmiedel the title commitment work done by Bay Title found a couple of items that Attorney King has advised the RDA take care of prior to selling the property to Northpointe Development. She explained the 1974 Redevelopment Plan for the property is still recorded on the deed. King advised that before selling Lot #2 of the property to Northpointe, a statement should be filed with the Register of Deeds signed by the City and RDA that acknowledges that the 1974 Redevelopment Plan is null and void. Also a Contract for Sale of Land for Private Development, which appears to be the development agreement between the RDA and Brillion Development (Ron Schultz) from 1977 is still recorded on the deed. King advised this contract could be removed as long as all owners of the property that was originally sold by the RDA to Brillion Development consent to the removal. A termination agreement by the City and RDA should be filed at the Register of Deeds to clear this from the title. Lamers stated that because Randy Schmiedel purchased the property from Ron Schultz, Schmiedel will need to consent to this as prior owner.

Gosz explained that before the RDA can sell Lot #2 to Northpointe, there are a number of steps per State Statute 66.1333(9) that must be followed. Gosz referred to the Statute. She stated that sec. 66.1333(9)(a)1.c. requires that a copy of the Redevelopment Plan shall be recorded in the office of the Register of Deeds in the county where the redevelopment project is located. She state King advised that the 2006 Redevelopment Improvement Plan should be recorded with the Register of Deeds. However, after reading Statute 66.1333 more thoroughly sec. 66.1333(6)(a) states that the RDA may make and prepare a comprehensive plan of redevelopment and that the plan is intended to serve as a general framework or guide for development from which more areas of redevelopment projects may be more precisely planned and calculated. Bennett stated this was the intent of the RDA when the 2006 Redevelopment Improvement Plan was adopted. Gosz stated the 2017 Downtown Project plan approved by the RDA and City Council is a defined project area and that this Plan be recorded with the Register of Deeds. Gosz will get this clarified.

Gosz explained the Statute requires that a sale of property may be made without public bidding, but a public hearing is required by Class 2 notification. She explained the public hearing must be based on the terms identified in the Offer to Purchase from Northpointe Development which the RDA approved on 11/29/2017. It was suggested to hold two public hearings at one meeting; to declare the 1974 Redevelopment Plan null and void and replace it with the current 2017 Downtown Project Plan for the property and to sell the property on Lot #2 to Northpointe Development per the Offer to Purchase from Northpointe Development. It was suggested to schedule a special RDA meeting on February 26, 2018 at 5:30 pm to hold the public hearings and for the RDA to then recommend approval to City Council at the regular City Council meeting scheduled for 6:30 pm on February 26, 2018.

Motion – Hillmann moved to set a public hearing date for Monday, February 26, 2018 at 5:30 pm for the proposed sale of Lot #2 to Northpointe Development per the Offer to Purchase and to declare the 1974 Redevelopment Plan for the property null and void and to replace it with the 2017 Downtown Project Plan. Seconded by Edinger. Motion carried unanimously.

Demolition/Site Clearance – Request for Proposals:

Wenzel suggested to begin the process for requesting proposals for demolition and site clearance for Lot #2. Gosz explained because the cost for demolition and site clearance is to be reimbursed by the WEDC Grant, the RDA may want to wait until the grant is awarded. Kohrell explained she contacted Jon Bartz from WEDC regarding this and was informed that the RDA can proceed with project costs at its own risk prior to grant approval. If awarded, those costs would be refunded through the grant.

Wenzel reported the Brillion Fire Department would like to conduct training on the building prior to demolition and that the training may cause unrepairable damage to the building. She suggested that the RDA work with the Fire Department on the timing of demolition and site preparation to allow for the training. She explained that the Fire Department training will be conducted with the assistance of a nationally renowned fire trainer.

Kohrell suggested that she and Gosz work to prepare a request for proposal to be reviewed by the RDA at the February 8th meeting. It was questioned whether or not there is any asbestos in the building and that this be determined prior to requesting proposals. It was recommended to request bids from environmental firms for this.

Motion – Bennett moved to obtain bids from environmental firms to determine if there is any asbestos in the building. Seconded by Edinger. Motion carried unanimously.

WEDC Community Development Investment Grant Application – Update:

Kohrell reported on January 3, 2018 the grant application was officially accepted by WEDC. She explained this is the first of a three step process for grant review.

Developers Agreement – Northpointe Development Corporation:

Lamers reported that Andy Dumke, Northpointe Development will be at the February 8th meeting and that a draft agreement will be prepared for the RDA's review.

City Hall Project – Lease Agreement with the IPR Group:

Lamers reported that he will begin preparing a lease agreement to be reviewed at a future meeting.

Blight Resolution:

Wenzel explained at the December RDA meeting she reported that Endries had concerns that the Blight Resolution might affect the value of the Dollar General building. Gosz stated that per statute a blight determination is required for redevelopment. It was suggested that once the entire project is complete the RDA can consider removing the blight determination on the property.

BRILLION IRON WORKS UPDATE:

No report.

2018 HANING FLOWER BASKETS:

The RDA discussed the 2018 Hanging Flower Baskets project and costs for the project. Gosz reported the cost per basket for the flowers is \$60.00, this does not include City staff time for watering. Wenzel reported that she contacted the agriculture teacher at the High School to see if this could be a class project, however, the teacher declined the offer. Wenzel reported that there are approximately 5-10 flag poles that will need to be replaced. She reported that she will place an order in the newspaper about the project and ask for donations for the flowers and flag poles. Wenzel stated the flowers need to be ordered soon as planting begins in mid-late February.

Motion – Bennett moved to order the flowers from Schroth's Floral for the 2018 hanging baskets. Seconded by Wenzel. It was suggested to ask Kim Buboltz to work with Schroth's Floral on what types of flowers to order. Motion carried unanimously.

Wenzel reported she will prepare a list of donors to contact.

RECREATION TRAILS:

Edinger stated that any ideas and plans that the RDA has for recreation trails are conveyed to Dan Ariens with regard to the Brillion Iron Works properties. Gosz explained that the Friends of the Friendship Trail Committee donated \$2,500.00 to the City to be used for the extension of the Friendship Trail. This donation is currently in City Park Reserves until plans for use are determined.

NEW BUSINESS:

Future Agenda Items:

- Flag Poles Replacements
- Employee Survey with Brillion Employers. Kohrell asked if this could be brought to a future meeting for review by the RDA. She explained the survey results included ideas for community development opportunities.

Next Meeting Date:

The next regular meeting of the RDA will be held on Thursday, February 8, 2018 at 6:30 pm. It was suggested that Phil Cosson from Ehlers be asked to attend the Committee of the Whole meeting on February 12, 2018 to discuss RDA financing options with Council and RDA members.

ADJOURNMENT:

Motion – Edinger moved to adjourn. Seconded by Wenzel. Motion carried unanimously. The meeting was adjourned at 8:11 pm.

Lori M. Gosz
City Administrator/Clerk-Treasurer
RDA Secretary