

**SPECIAL REDEVELOPMENT AUTHORITY COMMISSION
Minutes**

January 14, 2021

Brillion City Center Council Chambers

6:30pm

CALL TO ORDER:

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

1. ROLL CALL:

Present Chairperson Beth Wenzel, Matthew Bennett, Kim Buboltz, and David Sonnabend, Council Rep Sarah Pielhop, (Zoom)Ralph Rice

Staff: Administrator / Community Development Director Peter Wills. Also present Mary Kohrell, Calumet County Community Development Director

Not Present: Jerome Popp

2. APPROVAL OF AGENDA:

Motion – Sonnabend moved to approve the agenda and printed and circulated. Seconded by Buboltz. Motion carried.

3. APPROVAL OF MINUTES:

Motion – Bennett moved to approve the minutes of the December 10, 2020 , amended to reflect adjourn at 7:30pm. Redevelopment Authority Commission meeting as amended, printed and circulated. Seconded by Buboltz. Motion carried.

4. CHAIR REPORT:

Chair reported that new City Administrator Peter Wills was featured in Insight Magazine for new role. She wanted that to be recognized.

Guest: Jason Yaeger, purchased the former Bakery Building on Main Street, across from the City Center. He is in process of remodeling. He had soil samples taken came back clean from DNR no contamination, there was concern of former oil barrel or gas tank in back of building, nothing found. He expects the remodel to take six months.

5. SECRETARY REPORT:

8. TIFS

9. Dollar General/City Center Project

TID #4 City Center Project:

a. Dollar General Property/CDBG CLOSE: Wills attached the signed Site Assessment Agreement from last meeting that allowed Calumet County and Contractor Stantec Access the Dollar General Site. North Star Environmental and Stantec did environmental analysis pre demolition analysis on the site. No lead paint or Asbestos paint was found on the site. There only consideration was possible contamination in the electrical boxes and glue used on the shingles. This clears the property for demolition utilizing the CDBG Close funds that Administrator Wills is applying for now. Bob Endries that donated the \$568,000 in funds for the purchase the building is working with Habitat Restore to come into the building to take out electrical boxes, fire extinguishers

and lights for Habitat Restore. Administrator Wills has asked they provide documentation of what was taken for the grant to show all items are disposed of properly. Wills thanked Mary Kohrell and Calumet County for the support of this project.

CDBG RLF Close Public Hearing January 18, 2021 5:00pm: Administrator Wills provided notice of the City of Brillion's CDBG CLOSE APPLICATION PUBLIC HEARING **January 18, 2021 5:00pm**. Administrator Wills will be presently the CDBG CLOSE application to utilize the \$76,323.11 in CDBG close funds that need to have to have an approved CDBG RLF Close application, Project plan, Public Hearing and resolution by Council before January 31, 2021. The timeline for demolition will be to have work start by May 30, 2021 and to be completed by October 31, 2021. Bids cannot be prepared until approval by WI DOA DECHR, there is a short turn around once approved.

Motion Bennett made motion to have RDA recommend CDBG CLOSE GRANT Application Council. Sonnabend second, Motion carried.

- b. CITY CENTER APARTMENTS, CITY CENTER PROJECT WEDC CDI GRANT 2018. Chair Wenzel reached out the City Center Apartments regarding getting a tour. Chair Wenzel, Administrator Wills, Clerk/Treasurer Patty Schreiber, Mayor Mel Edinger and David Nordy, Zander Press/Brillion News toured the facility with Andy Dumke, Alliance Development, Scott North Central Construction and Project Managers. There are three apartment sizes, 3 bedroom (8), Two Bedroom (18), and one bedroom (14). All apartments have their own underground parking, air conditioning unit, in unit washer & dryer, heat is included through boiler system. The apartment are handicap compatible that have low entry for doors, tubs, handicap level bathrooms and cabinets. Energy efficiency is a key focus, led lights in private and public areas. Work out facility with sound proof, elevators from parking garage to all levels. The target completion date is June 15th with new resident move in on June 16th. Goal is to have a project celebration before opening. Administrator Wills will seek to get something setup.

The city will be posting Rental Rates and contact on their website.

6. **Treasurer Report:** Kim Buboltz, reported the RDA account has \$683.86. Bennett made motion to approve , seconded by Sonnabend, motion to approve Treasurer Report carried.

7. **2006 REDEVELOPMENT DISTRICT IMPROVEMENT PLAN Approved by Council: Expand Boundaries/Identify Future Project Areas:**

Administrator Wills reported that Council approved the RDA committee expanded boundaries of the 2006 Redevelopment District Improvement Plan. The new Redevelopment District North to City boundary north of Old Piggly Wiggly Grocery Store/Fastenal, to include that property West to Glenview Road south through trailer park, South to Wolfschmidt Street, To Elm, To Washington Street, to the East to include the Brillion Iron Works Property, Back along HWY 10. Administrator Wills will work with Department of Public Works and Calumet to draw Map of the area to return by March meeting.

8. **TIF Updates:**

TIF Map of TID Districts in the City of Brillion

Administrator Wills to work with Calumet County Planning, and Mary Kohrell to create map that can be shared with the RDA committee and public showing the boundaries the Tax Incremental Financing districts. Kohrell stated she would reach out to Calumet County planning Dept to see if they can provide Wills with the TID maps of the City so that they can be combined into one TID map for the City. Wills requested time to bring back a TID map for the April 2021 RDA meeting.

9. Dollar General Update was covered under Secretary Report.

10. **Old Business RDA Committee Attendance:** Mel Edinger reached out Ralph Rice, he joined by Zoom, he would like to remain on the committee. Jerome Popp responded to Administrator Wills before the Committee meeting; he would like to resign from the RDA Committee. Chair Wenzel asked what the process is to replace a RDA Committee member, Mayor Edinger responded he appoints new Committee members. Mayor Edinger will reach out to Randall Moore that had expressed interest in serving on a committee this spring, he also asked committees members to provide recommendations on additional members interested in serving on the Committee to assist with developing Brillion, in case Moore is no longer interested. Have Interested Candidates email Mayor or Administrator to have Mayor make recommendation to Council for approval.

11. **New Business:** Snowplowing in downtown Main Street. Discussion on ability to have City of Brillion remove the snow that is plowed to the curb and sidewalk by loader or blower like what is done in Two Rivers in order to maximize parking and access to businesses in the Downtown. Council Rep Sarah Pielhop discussed she had lived in Two Rivers they would windrow the snow in the center of the street and blow it into trucks and haul away to keep the downtown clear of snow, the downtown businesses received a snow assessment fee to cover the costs. Chair Wenzel expressed favor that this was done previously and not certain when it was discontinued. Administrator Wills said he knew this would take additional equipment and personnel costs to accomplish, he will review with DPW Director Geiger to review and get costs estimates that could be discussed by RDA for possible recommendation and funding source.

Next Meeting: February 11, 2021 6:30pm

ADJOURNMENT:

The meeting adjourned at 7:30 pm.

Peter Wills
Administrator/Community Development Director