

## REDEVELOPMENT AUTHORITY MEETING MINUTES

Tuesday, July 11, 2018

Hall of Fame Room

**Present:** Roger Springman, Denise Duranczyk, Ron Christianson, Lukas Trow

**Absent and excused:** Brian Girgen, Carl Chenoweth, Regina Hirsch

**Unexcused:**

**Others Present:** Mayor Swadley, Planning Director Scheel, Utilities Director Kardasz, Director of Finance/Controller Friedl, Gary Becker and Emily Bahr

**Call to Order:** Springman called the meeting to order at 5:30 p.m.

### **Communications**

Springman provided update on the Jeffers Group. They would like to come back to us with a proposal, but no specific details available at the moment. Anticipated timing is the end of July; however, Becker will talk with their Development Manager to obtain additional information related to this.

RDA website-overhaul is needed related to the key information in the website. Update information, change some contacts, etc. Springman will work with Mayor Swadley on this.

Roster is updated and complete with committee contact information

Update on the happenings in the Finance office as far as the Utilities and City Hall go. Jamin Friedl was promoted to Director of Finance/Controller with an Assistant (currently vacant) below him. The two current City Hall Finance Department employees along with the one at Utilities will be working under one Finance Department, under the supervision of Friedl. Hope to have the Assistant hired before August.

### **Public Comments**

Emily Bahr spoke, she thanked RDA for getting South Street opened again and stated that progress in the area is looking good.

### **Approval of June 13<sup>th</sup> and June 26<sup>th</sup> minutes**

Motion made by Duranczyk to approve the minutes for the June 13<sup>th</sup> minutes, second by Trow. All in favor, motion passed 4-0.

Motion made by Duranczyk to approve the minutes for the June 26<sup>th</sup> Special Hearing minutes, second by Trow. Springman noted that a few immaterial adjustments were needed and he would provide a completed copy for the record. All in favor of approving these minutes with the proposed corrections, motion passed 4-0.

### **Finance Report**

Would like to have report include amounts from January to current. Will work with Paul Frantz and Director Friedl on this.

## **Old Business**

### **a. Update on Highway Trailer Building demolition, structural engineering assessment and change Order**

Street is open now. Will be working on the Millfab area pad to get it cleaned up. Becker is trying to get a date of when the Millfab area will be clear. Once there is a date, can schedule Phase II, assuming in August.

Local Masonry would like some brick out of the building, Chenoweth will work on Change Order No. 4.

Director Scheel questioned the selling of the brick, whether the RDA can sell them or not.

Structural assessment is set up for later in July.

### **b. Approval of Pay Request #5**

Came about shortly after the last meeting. Will run by Paul Frantz. Frantz said it meets contract specs, Springman signed it. Motion to approve pay request No. 5 from Earth Construction by Duranczyk, second by Christianson. Director Scheel wanted to know if this would be normal protocol; paying items before it goes to the RDA committee. Director Kardasz stated they have paid the item and then taken action later. Becker stated a pay request is different than a change order. Springman stated that he will continue his process; as long as Blazek's signature is on it, and Director Friedl confirms nothing is wrong, Springman will sign it and get it moving.

### **c. Update on Marathon site amendment and possible action**

Amendment from last meeting, reflects the five points from June 13th. If anything else comes up during the environmental remediation, the RDA is out. They will not cover 25% of anything else. Michelle revised it and said the 25% will only cover the original proposal that was discussed in the June 13<sup>th</sup> meeting. Springman stated that Nelson needs to be told that the RDA has done all they can for this property, this is the last and final. If Nelson cannot sign the amendment mentioned, then it's done. Nelson has had it for two weeks now. Springman and the Mayor met with Blake George, the Commercial Realtor. Blake was sure that Nelson would sign this amendment, but that was 10 days ago all ready and has not signed yet. Becker brought up that that could be a problem already because in line 30 it states that binding upon seller only if a copy of the accepted amendment is delivered by June 29<sup>th</sup>. There is no documentation of that. Nelson may have missed a deadline already. Blake did call him yesterday, but that was supposed to happen before June 29<sup>th</sup>. We may be looking at a property that isn't going anywhere. Mayor Swadley said there should be a courtesy phone call to Nelson, but to have Michelle make the call. Springman will contact Michelle tomorrow to discuss.

### **d. Update on TID 5 and TID 8 Public Hearing, including JRB coordination, with consideration of resolutions approving TID 5 subtraction amendment and TID 8 creation**

Becker explained the documents in the packet. He stated there were no public comments on either of the TIDs from the June 26<sup>th</sup> Special Hearing. The RDA will now need to review the resolution and move forward. Duranczyk made the motion of approving the RDA resolution approving the TID 5 amendment, second by Trow. All in favor, motion passed 4-0. Duranczyk motioned to approve the RDA resolution approving TID 8, second by Trow. All in favor, motion passed 4-0.

### **New Business**

**a. Discussion on TID 5 audit**

Duranczyk stated that nothing can be done about this topic tonight, there was no information included in the packet.

**b. Discussion on 2018-2019 RDA budget**

Discussion by Duranczyk regarding what was spent for this year. The following amounts were discussed for 2019 to be submitted to City Council

Professional services	\$27,040.00 (includes Mr. Becker's time)
Attorney fees	\$25,000.00
Storm water	\$7,040.00
Misc.	<u>\$7,500.00</u> (temporary fencing, copies, postage)
	\$66,580.00

**c. Discussion on City/RDA property disposal policy**

Discussion by Becker regarding property disposal policy and information included in the packet. Suggestion that the City should be working on a Property Disposal policy in regards to the site, which include the powerhouse site and the public works site. Springman will address the City Council on behalf of the RDA.

**d. Discussion on Stoughton Trailer Warehouse property acquisition and possible action**

Stoughton Trailers is thinking about building a new headquarters, possibly extending at 111 Academy Street, if that is not an option, does RDA want to purchase this property. Waiting to hear from them. RDA needs to decide if they would be interested and know when the time comes. Duranczyk made the motion to authorize the Chair to work with the attorney to develop a letter of support on a desire to purchase this property, second by Christianson. All in favor, motion passed 4-0.

### **Agenda and topics for next RDA meeting**

Next meeting will be August 8, 2018

Director of Finance/Controller Friedl update on audit  
Disposal property policy update  
Stoughton Trailer Warehouse purchase  
Transfer of property  
CIP update

**Adjournment:**

Springman moved to adjourn the meeting, second by Trow. All in favor. Meeting adjourned at 7:21 p.m.

Respectfully submitted,

Deb Blaney