

REDEVELOPMENT AUTHORITY MEETING MINUTES

Wednesday, June 14, 2017 – 5:30 p.m.

Hall of Fame Room/City Hall

Present:

Peter Sveum, Scott Truehl, Regina Hirsch, Denise Duranczyk, Ron Christianson, Roger Springman and John Kramper

Absent:

Finance Director Tammy LaBorde

Others Present:

Mayor Donna Olson, Gary Becker, Greg Jenson, Sid Boersma, Dave Porterfield, Laura Trotter, Todd Nelson, Tim Radelet and Luke Samalya

Call to order:

Sveum called meeting to order at 5:30 p.m.

Communications:

None

Approval of the May 3, 2017, May 18, 2017 and May 23, 2017 RDA Meeting

Minutes:

Sveum requested the wording be changed from, directed RDA members, to requesting members, listed in the May 3, 2017 minutes.

Moved by Duranczyk, seconded by Truehl, to approve the minutes of the May 3, 2017, May 18, 2017 and May 23, 2017 RDA meetings with noted changes. Motion carried unanimously.

Presentation of the new RDA website:

Duranczyk reported that the new RDA website was up and running. Duranczyk requested any changes or additions members would like to see be directed to her and she will then work with Westby to see that the site is updated. Duranczyk will add the charrette pictures and concept plan once they are available.

Revolving Loan Fund Update:

Kramper reported that he and Sveum met with Michael Hetzel and An Nguyen with WWBIC to talk strategies on how to get more interest in the program. Kramper said the main reason potential users are not applying for the loans are confidentiality concerns WWBIC felt. It was discussed that there needs to be more promotion and changes to the brochure. Once the brochure has been updated Duranczyk will place on website and Kramper will continue talking with lenders about the program to be sure everyone is aware of the program. The Committee may need to look at the terms of the loans and the confidentiality issues in the future to get more potential interest in the program.

Riverfront Redevelopment Area discussion and possible action regarding:

a. Summary of design charrette:

Becker handed out 2 print outs - Summary of Design Charrette Survey/Written Comments and a Riverfront Redevelopment Area Preliminary Budget for review by the committee. Becker reported turnout for the charrette was great. Everyone agreed the virtual tour was a big hit and really helped people understand the area in question. Hirsch commented the charrette design team did an excellent job. Discussion took place about the need to identify the obstacles that are present. Discussion took place on having a joint RDA meeting with Council so the developer and design charrette team can present their findings to both committees. Mayor Olson will talk with Council chair Swadley to set up a joint RDA and COW on Wednesday, June 28th in the EMS training room at 6:00 p.m. Becker will check with the developer and design charrette team on their availability for the meeting.

b. Rezone to Planned Development update:

Becker reported he attended the Planning Commission meeting on June 12th, but did not present any plans or requests. He let them know that the RDA has to review the concept plan, make any changes and then the RDA will present to Planning. The Planning Commission had no questions for Becker during their meeting.

c. Millfab demotion update:

Truehl reported the Millfab demolition item on the Council agenda was tabled until the 2nd meeting in July. As of this time we do not have a grant for the demolition. Grants will be reviewed and handed out mid-July. If the Millfab site is awarded a grant then we can go ahead with the low bidder and take back to Council. We are still on track to have the site cleaned by early fall.

d. Highway Trailer building update on structural report:

Becker reported that the structural report is not done yet, but hopefully will be by the following week. The report will include evaluating any safety issues, brick salvage along with estimates for cost of demolition. Becker will send out the report once he has received it.

e. Carpet Warehouse building (425 East South St) acquisition update:

Becker reported there are still items to work out before the Carpet Warehouse building can be acquired. There was a contingency for the seller to provide a Phase 1 and Phase 2 report and a letter from the Department of Natural Resources that states no further action is required. Phase 2 came back with contamination on the site and we have not received a letter from the DNR. The DNR is waiting on a remedial action plan from Carpet Warehouse. We will be requiring the site to be free of contaminants before the sale will go through. Capping the site is not an option, the soil has to be removed and a "no further action" letter from the DNR needs to be received before we move forward.

f. Review of Brownfield Grant application:

Becker reported this is on hold right now. The application requires a committed developer. Once a developer has committed Becker will complete and submit the application.

g. Movin' Out:

- **Site control resolution:**

Dave Porterfield with Movin' Out joined the discussion. He told the Committee his grant application is due Friday, June 16th. Movin' Out needs to show some type of site control for the application. Porterfield relayed that he has already submitted grants for \$350,000 and \$500,000 and those are pending at this time. The grant he would like to apply for by the 16th is for \$750,000 and is crucial funding for this project. The letter Porterfield prepared and presented was discussed. Discussion took place on the lack of wording about council approval and the location of the site for the project. It was discussed to change the wording from Riverfront Redevelopment Area to Redevelopment Area #1 and to add a contingency of Council approval in the letter. Porterfield said he could revise the letter and resend to Sveum for approval by Thursday morning so that the Friday deadline can still be met. Moved by Springman, seconded by Truehl, to direct Dave Porterfield to revise the letter presented by changing Riverfront Redevelopment Area to Redevelopment Area #1 and to add Council approval needed to the letter. Porterfield is to send to the RDA Chair who will distribute to members to approve and give the Chair authority to then sign the said letter. Motion carried unanimously.

- **Site acquisition of Stoughton Trailers property at corner of Eighth Street and East South Street:**

Sveum stated there was nothing to report at this time.

- **Site acquisition of Tony Roman property at 616 Eighth Street:**

Sveum stated there was nothing to report at this time.

Discussion and possible action regarding offer to purchase for Marathon Site, 314 West Main Street:

Todd Nelson joined the discussion about the purchase of the Marathon Site. He stated he has not made any changes to his original concept that he brought before the Committee. Still looking at (2)4 units with private garages and parking on the street and the façade of the buildings to compliment the Livsreise building that is kitty corner to the Marathon site. He came to see if the members had any questions for him before they went into closed session. Committee had no questions at this time.

Moved by Truehl, seconded by Duranczyk, to close the meeting per State Statute 19.85(1)(e) deliberating or negotiating the purchasing of public properties; the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session; and then reopen for the regular course of business. Motion carried unanimously. Time closed: 6:58 p.m.

Moved by Duranczyk, seconded by Hirsch, to reopen the meeting for the regular course of business at 7:20 p.m. Motion carried unanimously.

RDA statutory authority, By-laws, other legal matters and administration:

Springman handed out an Assessment of By-law and Administrative Update Needs sheet to the Committee. Discussion took place on what Springman found out as he researched other RDA's and CDA's in surrounding municipalities. He found there were lots of inconsistencies between our By-laws, the municipal code and state statutes. This will need to be an item we continue to look at to be sure our By-laws are current and up to date. Talk about financial reporting took place. Sveum will request that Finance Director LaBorde provide financial reports for each meeting starting in July.

Future Agenda Items:

Extending TIF
Update on CDA
Riverfront Redevelopment Area
Financial Reports - Budget

Adjourn:

Moved by Christianson, seconded by Hirsch, to adjourn at 7:30 p.m. Motion carried unanimously.

Respectfully submitted,
Lisa Aide