

City of Brodhead, Wisconsin

Plan Commission & Community Development Authority Meeting

City Hall Conference Room, 1111 W. 2nd Avenue, Brodhead WI

Monday June 3, 2019

Minutes of Meeting

1. **Call to Order** by President Douglas Pinnow at 6:00 pm

2. **Roll Call:** Present were Douglas Pinnow, RJ Logan, Dan Brown, Richard Peach, Paul Huffman, and Jaine Winters. Absent: Jerry Elmer. Attendance comprised over 51% of the 7 members, so a **quorum was present.**

3. **Public Appearances:** None

4. **Committee Comments or Questions:** None

5. **Approve Previous Meeting Minutes.**

- May 6, 2019 Meeting minutes were approved upon motion and second by Brown / Peach.
- May 20, 2019 Special Meeting minutes were corrected to reflect the meeting was called by Jerry Elmer, and Attendees included Dan Brown. Minutes, with corrections, were approved upon motion and second by Winters / Peach.

6. **Water & Light discussion of land acquisition for future water tower site, and future substation site; Neeley request to purchase public land.**

Future Water Tower Site - Discussion: This City-owned land is located on 12th Street between W 4th Ave. and W 3rd Ave., and bordered by railroad tracks on the north. Jeff Peterson, Superintendent of Brodhead Water & Light, presented a layout for future siting of a water tower at that location, and stated that the land was a suitable location for this purpose. It is close enough to the "old" water tower to best accommodate water hookups. It was noted that a 30' wide ball of the proposed future water tower would fit on the parcel, and any required setback permissions are anticipated to be granted.

Motion by Peach, seconded by Huffman, carried: The Plan Commission recommends the City Council reserve the City of Brodhead property located on 12th Street between W 4th Ave. and W 3rd Ave., and bordered by railroad tracks on the north, for future use by Brodhead Water and Light. This site would provide a suitable siting for a future water tower, and would mitigate expenses incurred at possible other water tower locations.

Future Substation Site – Discussion: Jeff Peterson, Superintendent of Brodhead Water & Light, presented a layout for future siting of an electrical substation on City-owned Parcel # 23206.05.390000, as shown in Exhibit A. Generally speaking, this land is west of the Verizon cell tower. Brodhead Water & Light is planning a voltage conversion for the City of Brodhead, which requires approximately a quarter acre parcel (approx. 100' x 80') for placement of the substation. The electrical upgrade timeline will span a couple of years, since it will go through several levels of review and approval with the utility's

construction authority. The starting phase is to identify and authorize use of land for the project. Because land cannot be owned by Brodhead Water & Light, the City would need to survey and describe the land, and lease it on a long-term contract to Brodhead Water & Light. In return, Brodhead Water & Light remits fees to City of Brodhead as “payments in lieu of taxes”.

Motion by Logan, second by Brown, carried: The Plan Commission recommends the City Council approve the site of Brodhead Water & Light’s new electrical substation on parcel 23206.05.390000 as shown in Exhibit A.

7. Building Improvement Application for Bill Bassett.

Review of application, and discussion with owner Bill Basset regarding proposed improvements to the front façade on the Roderick Building, were all found to be in good order.

Motion by Winters, second by Brown, carried: Community Development Authority approve up to \$750 of the requested improvements presented in the application package.

8. Collaborative meeting review

Teresa Withee indicated to Mayor Pinnow that no other groups participating in the Collaborative Meeting forwarded their action plans for consolidation and further discussion. Plan Commission had done that immediately following the Collaborative Meeting.

Senior Housing needs, and land to locate this on, and following up with SW Regional Planning Commission for developers names was discussed briefly.

9. Future Agenda Items

- **Process for selling City of Brodhead property** – Discussion, Procedure development
- **Parcel Description Clarification for the City of Brodhead Property located on 12th Street between W 3rd Ave & W 4th Ave and bordered by railroad tracks on the north**
- **Brighten Up Brodhead**

10. Adjourn – motion to adjourn by Peach, seconded by Logan, carried. Adjourned at 7:03 pm.

Respectfully submitted,

Jaine Winters, acting secretary for the meeting