

City of Brodhead, Wisconsin

Plan Commission & Community Development Authority Meeting

City Hall, 1111 W. 2nd Avenue, Brodhead WI & via internet GoToMeeting

Tuesday, September 8, 2020 7 pm

### **Minutes of Meeting**

**Agenda Topics:** Call to Order, Roll Call to establish Quorum, Public Appearances, Committee Comments / Questions, Approve Previous Meeting Minutes, Discussion on possible well for Parcel 1213.000 w/ Barb Krattiger, Follow up on Karabatsos building improvements, Discuss possible modifications to the Building Improvement Program, Future Agenda Items, Adjourn.

**Note Taker:** Jaine Winters

1. **Call to Order** by President Troy Nyman at 7:00 pm
2. **Roll Call:** Present were Mayor Nyman, RJ Logan, Richard Peach (via internet), City Atty Mark Schroeder (via internet), and Jaine Winters.  
Absent: Jerry Elmer, Dan Brown, Paul Huffman.  
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.**

August 3, 2020 Meeting minutes were approved upon motion and second by Winters / Logan.

### **6. Discussion on possible well for Parcel 1213.000 w/ Barb Krattiger**

Discussion: Barb Krattiger was unable to attend due to conflict with this re-scheduled meeting date to accommodate Labor Day Holiday. This parcel is in the NE portion of Brodhead on Hwy 11 near Kobussen Buses, where there is no present water line. Richard Peach suggested that sewer requirements be discussed in addition to water supply for the parcel. Atty Mark Schroeder indicated that this utility request is a matter that should be presented to the Water & Light Department, then Water and Light refers it to the City Attorney's office to review the proposal for compliance with what the City Ordinances allow.

Conclusion: Mayor Nyman will request City Treasurer/Deputy Clerk Keri Miller to inform Barb Krattiger that this utility request is a matter that should be presented to the Water & Light Department.

## **7. Follow up on Karabatsos building improvements**

Discussion: Bessy Karabatsos has not presented any additional progress information since the 8/3/20 meeting. The Plan Commission needs to know if Bessy obtained a building permit and passed inspection on the work covered on the approved Building Improvement Program funding request.

Atty Mark Schroeder advised that if, after a specific period of time, there has been no action, the Plan Commission could send her a notice requesting her to satisfy the criteria for the grant, or the awarded grant will be withdrawn.

Conclusion: Mayor Nyman will inquire of City Clerk / Deputy Treasurer Nick Wahl if a building permit has been obtained for the work covered by the approved BIP funding request.

## **8. Discuss possible modifications to the Building Improvement Program**

Discussion: Mark Schroeder stated that Keri Miller contacted the City's consultants MSA and Vierbicher & Associates about the Housing Stock Improvement and Building Improvement Loan Programs funding sources and funds amount availability. Vierbicher started the research, then referred Keri to Joe DeYoung at MSA, and they concluded that the funding for both programs could be intermingled. At this time, Keri could not find segregated amounts initially set up for each program.

Mark Schroeder's review of the common council minutes revealed that on May 11, 2015, the common council approved a resolution for TID 2 to be extended one year to fund the Housing Stock Improvement Program, and at that time there were approximately \$100,000 of funds that would be available.

TIF 5 & TIF 7 are not profitable, and owe the General Fund approximately \$89k. (Not all of this is BIP grants).

Conclusion: Additional time is needed for the City Treasurer to properly identify and segregate amounts paid out by the BIP program to apply them to funding available in TIF 2. When that analysis is completed by Keri Miller, the remaining available funding will be known, and the Plan Commission can discuss further modifications to the Building Improvement Program.

## **9. Future Agenda Items**

- **Follow up on Karabatsos building improvements**
- **Discuss possible modifications to the Building Improvement Program**

**10. Adjourn** – motion to adjourn by Peach, seconded by Logan, carried. Adjourned at 7:20pm.

Respectfully submitted,

Jaine Winters, acting secretary for the meeting