

City of Brodhead, Wisconsin

Plan Commission & Community Development Authority Meeting

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

Monday October 5, 2020 at 6 pm

### **Minutes of Meeting**

**Agenda Topics:** Call to Order, Roll Call to establish Quorum, Public Appearances, Committee Comments / Questions, Approve Previous Meeting Minutes, 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 6:02 pm

2. **Roll Call:** Present were Mayor Nyman, RJ Logan, Dan Brown; attending via internet were Council Rep Paul Huffman, City Atty Mike Faust, and Jaine Winters.

Absent: Jerry Elmer, Richard Peach.

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.**

September 8, 2020 Meeting minutes were approved per motion by Logan, second by Brown. Motion carried.

6. **Follow up on Karabatsos building improvements**

Discussion: Bessy Karabatsos has an approved Building Improvement Program application for roofing and siding improvements. The roofing work was completed prior to June 1, but she did not acquire a building permit and have the work inspected. At the June 1, 2020 meeting, the Plan Commission approved BIP payment of \$4,975 (50% of the roof invoice of \$9,950) subject to her acquiring a building permit for the approved project and passing final inspection by the building inspector. BIP payment is also subject to Bessy providing an invoice showing payment in full to the roofing contractor. Since that June 1 meeting, the Plan Commission has been holding the funds available to allow Bessy time to comply with those requirements. The City Clerk / Deputy Clerk Nick Wahl has been in monthly contact with Bessy to follow up on progress on the issue.

Nick Wahl confirmed that Bessy had been contacted again after the September 8, 2020 meeting to inform her of these requirements for the release of the funds, and that she still has not applied for the building permit.

Atty Mike Faust advised that the City Clerk / Deputy Treasurer could contact her one more time, by sending her a notice requesting her to satisfy the criteria for the grant. If these criteria are not met

within the next month, the Plan Commission will close the matter and consider her Building Improvement Program Application Void.

Conclusion: Mayor Nyman will instruct City Clerk / Deputy Treasurer Nick Wahl to send Bessy Karabatsos one final notice stating that she needs to obtain a building permit for the roofing work covered by the approved BIP funding request, and the work needs to pass inspection. She also needs to furnish an invoice supporting payment in full of the \$9,950 roofing invoice.

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

Discussion: Mike Faust stated that City Treasurer / Deputy Clerk Keri Miller had been in further contact with the City's consultants MSA about the Housing Stock Improvement and Building Improvement Loan Programs funding sources and funds amount availability. Rita Hull from MSA clarified that the funding for both programs could NOT be intermingled.

- The source of the funding for the Brighten Up Brodhead loans must be used for housing.
- The Building Improvement Program grants are funded by profitable Tax Incremental District (TID) / TIF money.

The only programs that can be used for the Building Improvement Program are TIF 5 & TIF 7. Neither of them are profitable, and in total owe the General Fund approximately \$89k. (Not all of this is BIP grants). The excess funds expended must be repaid by 2035. The funds would be replenished by growth in the two Tax Incremental Districts.

At the June 1, 2020 meeting, the Plan Commission recommended to the Common Council that a moratorium be placed on the BIP until new guidelines regarding multiple applications and or maximum payouts per parcel be established.

Motion by Dan Brown, seconded by RJ Logan: The Plan Commission recommends the Common Council consider a moratorium on Building Improvement Program grants until further funding is available. Motion carried.

#### **8. Future Agenda Items**

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

**9. Adjourn** – motion to adjourn by Logan, seconded by Brown, carried. Adjourned at 6:15 pm.

Respectfully submitted,

Jaine Winters, acting secretary for the meeting