

**CITY OF BRODHEAD COMMON COUNCIL MINUTES**  
**Monday, May 14, 2018**

**Present:** Mayor Pinnow, Alderman Nyman, Bruce, Anderson, Fox, Peach and Huntington. City Clerk Withee and City Attorney Mark Schroeder. Youth in Government representatives Sebastian Van Wyhe and Annika Bernstein.

Mayor Pinnow called the meeting to order at 7:00 PM. Roll call vote shows all Aldermen present. Youth in Government representatives absent were Trinity Johnson and Craig Christianson.

Mayor Pinnow recognized the Youth in Government representatives, presented them with certificates and thanked them for their service.

Attorney Schroeder introduced the direct legislation request received by the city clerk. The direct legislation requested that a specific resolution be adopted by the council or referred for referendum. The city clerk certified the petition and resolution to be in proper form after revisions were made. Attorney Schroeder stated that state statutes provide that the council must without alteration either pass the resolution within 30 days or submit it to the electors at the next general election as a referendum. What is being requested must be appropriate content for direct legislation. The resolution was read to the public. Attorney Schroeder stated he has reviewed the case law regarding both actions and it is his opinion that this request for direct legislation involves existing policy. The subject of the resolution is not permanent and deals with one specific project. He stated that it is clearly administrative because it only deals with one specific matter. In his opinion direct legislation is not appropriate for this case. He stated that the council would not be bound to either accept or place on the ballot for referendum. Discussion by council. Mayor Pinnow stated that administrative costs to this point have been approximately \$10,000. He also stated that the collaborative meeting was when this particular property was selected because it was determined that it would be cheaper to renovate an existing building than to build new. Motion by Peach to reject the resolution and direct legislation request. Second by Anderson. Five ayes. One nay; Bruce. Motion carried.

Attorney Schroeder introduced Resolution 2018-013 offer to purchase re: 708 23<sup>rd</sup> St, Parcel 23206 23231000. Attorney Schroeder stated that this proposal for \$435,721.71 is subject to a number of contingencies and includes the land adjacent to the property. There is a \$500,000 grant contingency, a non-binding referendum contingency and the city must obtain commitments for funding in addition to the grant. Bruce asked if the referendum is non-binding is the council then not bound by the referendum. Attorney Schroeder stated that if there is a referendum against the center, then the contingency in the offer to purchase which requires voter approval of a project to develop a senior center/community center on the subject property means that the offer to purchase is no longer valid. Discussion by council. Motion by Peach to approve Resolution 2018-013 as presented. Second by Anderson. Five ayes. One nay; Bruce. Motion carried.

Jeff Thelen from MSA Professional Services was present to discuss the CDBG Funding Program and take questions from those in attendance. The following topics were discussed:

**Basic overview of the CDBG Program**

CDBG was enacted through the Housing and Community Development Act of 1974. The Wisconsin Department of Administration (DOA) has administered CDBG funds since 1982; its goals include benefit to LMI (low-and moderate-income) households; targets funding to areas of greatest need; housing, public facilities and economic development.

**CITY OF BRODHEAD COMMON COUNCIL MINUTES**  
**Monday, May 14, 2018**

**Total CDBG funds (including anticipated revolving loan funds) available for housing, public facilities and economic development.**

DOA historically receives approximately \$28 million (general estimate) per year for housing rehabilitation, public infrastructure improvements (Water, sewer, storm sewer, etc.), emergency infrastructure and economic development in exchange for job creation.

**Types of activities eligible**

- A. Economic Development: low interest loans to business in exchange for job creation.
- B. Public Facilities: water facilities including mains, looping, extensions, treatment, source, hydrants, valves; sewerage including collector and interceptor mains, lift stations, treatment plants and lagoons, and dechlorinating facilities; storm sewers; certain fire system components; handicapped accessibility; and community centers. CDBG typically funds 20%-50% of the total project costs. However, most awards are limited to \$500,000.
- C. Public Facilities for Economic Development: business or industrial park water systems; sewerage systems; roads; infrastructure in support of business attraction/expansion and job creation.
- D. Brownfield Projects: environmental site assessments including Phase I, II, & III; environmental remediation of sites that are blighted.
- E. Planning Grant: The program's goals are to help communities develop clear and actionable strategies for addressing site specific, neighborhood, community or regional economic or developmental needs and to improve the quality of community or economic development projects by helping to fund local plans.
- F. Housing: rehabilitation for owner-occupied and renter-occupied units: LMI home buyer ("Homestead") programs; handicapped accessibility projects; housing site preparation; housing site acquisition and occupant relocation; blight elimination through demolition of structures; and neighborhood public facilities projects.

The City of Brodhead is preparing a CDBG-PF application for the development of a senior center. The amount of grant being requested is \$500,000. For either the construction or conversion of a senior center. The estimated total projected cost are unknown at this point. Current estimated cost is over \$1,000,000.

Mr. Thelen asked for members of the City Council and the public to identify housing and community development needs.

- Housing and community development needs identified by the City Council included rental property, senior living, assisted living, improvements on existing housing and low income housing.
- Housing and community development needs identified by the public included infrastructure and a senior center.

Grant application is due on May 24, 2018 and the city will hear by mid-September if the city is awarded the grant. The city can only apply every other year for projects.

Tim Stocks stated that in the beginning Jeff Thelen stated that the city would not be eligible for a community center grant only senior center. The city is not eligible for a community center. Jeff Thelen stated that the community center part of the project is funded with matching funds. The grant will be

**CITY OF BRODHEAD COMMON COUNCIL MINUTES**  
**Monday, May 14, 2018**

submitted as a senior center grant.

Nancy Sutherland addressed the public and asked if we would receive a grant for a senior center would there be restrictions on the matching funds for a community center. Jeff Thelen stated that if the department of administration found that parts of the project were not eligible for funds it would have to be reviewed.

Richard Benesch stated that what it comes down to is labeling. Jeff Thelen said the entire project is a senior center.

Ken Malcook stated that we don't need a senior center why is this being pushed as a senior community center. He feels we will have well over \$2,000,000 in this project when it is finished.

Doug Sutter with Keller group stated he has been working on the project for a few years. The proposal is 27 pages and very detailed to remodel the fitness center. Budget ranges are only given for a new building because it has not been bid out and costs are unknown. The committee has read the proposal and understand it.

Mary Mason addressed the public and asked how many people are going to the current senior center. She has gone to the senior center and it is not being used by many people. It doesn't offer any programs and many residents can't afford more taxes. Several people using the senior center are from out of town.

Dean Braun stated he goes all over the state to many senior centers. Brodhead is very small and the biggest reason for lack of attendance is there is little offered at the current center. Other centers offer many programs, trips, etc. He would like to see a better senior center to offer more programs for seniors.

Tim Stocks asked if the grant we are requesting will pay the entire purchase price with no tax or public funding will be involved in the project. Fox stated that in order to move forward with the purchase of the property the city would have to match the \$500,000 contingency. The total in the paper is estimated at \$1,106,000 to \$1,222,000 and does not include the purchase of the building. Fox stated that the second contingency is to find funding. Stocks asked again that no public funding will be used. Mayor Pinnow stated that the city needs \$500,000 matching funds and a successful referendum to move forward and after that it will be determined if tax money is needed.

Public hearing closed at 8:01 pm.  
Teresa Withee, City Clerk

Motion by Fox to adopt Resolution 2018-008 Citizen Participation Plan. Second by Anderson. Five ayes. One nay; Bruce. Motion carried.

Motion by Fox to adopt Resolution 2018-009 Residential Anti-Displacement and Relocation Assistance Plan. Second by Anderson. Five ayes. One nay; Bruce. Motion carried.

Motion by Fox to adopt Resolution 2018-010 Adopting Policy for Non-Violent Civil Rights Demonstrations/Prohibiting the Use of Excessive Force. Second by Peach. Five ayes. One nay; Bruce. Motion carried.

**CITY OF BRODHEAD COMMON COUNCIL MINUTES**  
**Monday, May 14, 2018**

Motion by Fox to adopt Resolution 2018-011 authorizing to Submit CDBG Application. Second by Anderson. Five ayes. One nay; Bruce. Motion carried.

Motion by Fox to adopt Resolution 2018-012 authorizing to Commit Matching Funds. Second by Anderson. Five ayes. One nay; Bruce. Motion carried.

**Minutes:** Motion by Fox to approve minutes from April 25, 2018 as presented. Second by Anderson. Six ayes. Motion carried.

**Park Board:** Director Boegli stated that on April 28<sup>th</sup> Pete Claustro a senior at Brodhead started a soccer program with 69 children participating. Sand volleyball and adult softball leagues are beginning. 225 children will be participating in the youth baseball/softball programs. The swimming pool will be filled on May 22<sup>nd</sup> and will open on May 29<sup>th</sup>.

**Library Board:** Director Noel presented the April numbers. 3,576 Visits, 4,408 items out. 284 items added. Program attendees; Children's programs – 201, Young Adult programs – 1, other programs – 5. Next Library Board Meeting is scheduled for June 14, 2018 at 4:00 p.m. The summer reading program starts on June 1<sup>st</sup> and is open to all ages, music will be the theme this year. Lego club will be added to the program again. Library staff will be at the shelter by the pool during the 3pm pool break to do crafts with the children.

**Public Works:** Director Vogel requested council consider the 2018 street sealing and patching project proposal from Green County Highway for \$26,235, patching \$4,155 for a total of \$30,390. He stated that this is in line with what is normally spent with the highway department each year. This total is factored into the street department budget. Discussion by council. Motion by Fox to approve the proposal from the Green County Highway department for \$30,390 for the 2018 street sealing and patching projects. Second by Nyman. Six ayes. Motion carried.

Director Vogel requested action regarding general part time summer help for mowing and trimming this would be 30 hours or less a week. Would like to hire David Reginald at the general part time rate. Motion by Anderson to approve hiring David Reginald for part time summer help. Second by Huntington. Six ayes. Motion carried.

Director Vogel requested council consider the 8<sup>th</sup> Street sewer extension bids. Bids were obtained for W 3<sup>rd</sup> Ave to 8<sup>th</sup> Street. Bids previously obtained were over \$40,000 so it was decided to rebid at a later date. The lowest bid has now come in from Bjoin for \$22,550. Motion by Fox to approve the 8<sup>th</sup> Street sewer extension bid from Bjoin for \$22,550. Second by Anderson. Six ayes. Motion carried.

Director Vogel requested council consider the sewer televising bids. The DNR regulates groundwater entering the sewer system. The city loan was paid off last year and there is extra money in the budget to begin televising. He would like to coordinate with the Water & Light department on projects to minimize street repairs/projects. Brad Reents stated that the televising equipment will be able to log where weak areas are in the sewer system and also record measurements. A lot of data will be collected to track long and short term planning to maintain the sewer system. All of the data is transferred to a map online that can be modified and updated as needed. Director Vogel asked if \$15,000 from the current budget can be added to the grant of \$14,850, he is asking for \$30,000 total towards the project. The low bid is from Expeditors for \$37,500. Brad stated that this would equate to approximately 90 blocks of sewers that

**CITY OF BRODHEAD COMMON COUNCIL MINUTES**  
**Monday, May 14, 2018**

would be able to be televised. Discussion by council. Motion by Anderson to approve the sewer televising bid from Expeditors for \$37,500. Second by Fox. Six ayes. Motion carried.

Director Vogel wanted to bring to the council's attention the requirement of the Temp Class B plastic cups for Covered Bridge Days and that the committee will be attending the next Public Safety meeting to discuss this requirement and bring information back to council.

**Pearl Island:** The current grant expires June 30, 2018. Director Vogel stated he has contacted the DNR and they stated they will extend the grant to June 30, 2019.

**Economic Development:** Anderson stated that the hotel feasibility draft study was presented to economic development committee. The final will be available soon. She stated the study was very positive and reflects that a hotel is needed in Brodhead.

**Public Safety:** Chief Hughes presented an operator licenses for Katherine Connell, Lori Koehn and Kody Radloff. The Public Safety Committee recommends approval. Motion by Fox to approve the applications as presented. Second by Anderson. Six ayes. Motion carried.

Chief Hughes presented a public event permit for the 4<sup>th</sup> Annual Wings of Hope Block Party for Putnam Park on June 9<sup>th</sup> from 9:00 am to 3:00 pm. The Public Safety Committee recommends approval. Motion by Anderson to approve the application as presented. Second by Nyman. Six ayes. Motion carried.

Chief Hughes presented an application for a Temporary Class B Liquor License for the VFW for Legion Park from May 1<sup>st</sup> through August 30<sup>th</sup> for the Adult Ball League. The Public Safety committee recommends approval. Motion by Anderson to approve the application as presented. Second by Nyman. Six ayes. Motion carried.

Alderman Peach stated that at the Public Safety Committee meeting the committee made a motion designating the Public Safety Committee responsible to conduct a cost/benefit analysis of the City's 9-1-1 dispatch center services. Public safety committee and one non council member of the finance committee will be the ad hoc committee. There will be no cost involved. Motion by Anderson to approve the concept as presented. Second by Nyman. Six ayes. Motion carried.

Chief Hughes presented Resolution 2018-006 allowing alcohol to be sold and consumed in Legion Park by the VFW during the adult baseball season. The Public Safety Committee recommends approval. Motion by Anderson to approve Resolution 2018-006 as presented. Second by Fox. Six ayes. Motion carried.

Chief Hughes presented Resolution 2018-014 setting City policy on the erecting of stop and yield signs. The Public Safety Committee and Public Works Committee recommend approval. Motion by Anderson to approve Resolution 2018-014 as presented. Second by Peach. Six ayes. Motion carried.

**Fire District:** Fox stated long term budget concerns were discussed.

**BID Board & Revitalization:** Huntington stated that they are moving forward with downtown crossing lights and will be contributing to Fire District Mural.

**Historic Preservation:** Huntington stated they approved the new hometown pharmacy sign and bank of

**CITY OF BRODHEAD COMMON COUNCIL MINUTES**  
**Monday, May 14, 2018**

Brodhead logo redesign.

**Plan Commission:** Attorney Schroeder introduced preliminary CSM creating lots 1 and 2 from blocks 103 and 104 of the original plat of the City of Brodhead. The reason this is being done is the city has entered into a real estate agreement with CST Rentals to sell them lot 1 and the city agreed to pay for a CSM to condense the lots into one buildable lot and allocating half of the right away. This establishes the corners of the parcels. Plan commission recommends approval of the preliminary CSM as presented. Motion by Fox to approve the preliminary CSM creating lots 1 and 2 from blocks 103 and 104 of original plat as presented. Second by Anderson. Six ayes. Motion carried.

**Mayor Report:** Future agendas: Second meeting is scheduled for May 29<sup>th</sup>, attendance policy and Go to Meeting will be discussed. Most of Brodhead's requests for UniverCity program were approved contact people for each of the projects is needed. Mayor Pinnow stated he will not be available for the second meeting in June.

Mayor Pinnow gave the seven (7) day notice of Adam Scheidegger to the Economic Development Committee

Clerk Withee received a request from other clerks regarding recommendations regarding converting the current bike trail to an ATV route. Chief Hughes stated this is on the June public safety agenda. He stated that as part of the grant for the Pearl Island Project ATV's would not be allowed in the Pearl Island Corridor.

**Attorney Report:** No report

**Adjournment:** Motion to adjourn by Anderson. Second by Nyman. Six ayes. Adjourned at 8:56 p.m.

Douglas A. Pinnow, Mayor Approved this 29<sup>th</sup> day of May 2018.  
Teresa Withee, City Clerk