

**Wednesday March 3, 2021**

6:30 pm

In-PERSON/VIRTUAL MEETING

Council Chambers, City Hall

## MINUTES

1. Pledge of Allegiance

2. Roll Call – Present: Nate Salas, Brad Kuenzi, Bob Wetzel, Chris Ruetten, Dave Zimmermann, Rob Marchant. Matt Zastrow joined the meeting at 6:36 pm.

3. Determination of Quorum and Call to Order

4. Approval of Minutes of Previous Meeting – February 3, 2021

There was a motion by Zimmermann, seconded by Salas to approve the minutes of the February 3, 2021 meeting. Motion carried 6-0.

5. Public Comment - There was no public comment.

6. Status reports

a. Community Support/Communication - Fish / Mueller

Jeanne Mueller reported she is working on Facebook posts, updates to the web site, and information about TIF (with Scott Harrington).

b. Common Council update – Ruetten

Ruetten reported there was a public hearing on TID #8 at Plan Commission, talking points are being developed. TID #8 is necessary, it mirrors TID #5, but there are some concerns from the public.

Through Public Works, a new City task force was created for Downtown/Mainstreet, to keep the property and store owners up to date on construction projects which could disrupt business and traffic in the coming few years. It is made up of a dozen or so members from the public and private sectors, representing the area from Church St. to Market St.

c. Executive Director update – Fish

Fish reported the next steps with the TWall project are to negotiate the Developers Agreement and amend the MOU. The Developers Agreement should be ready to present to TWall in the next few weeks.

Next steps with the town square are to approve the contract with Smithgroup to create construction documents. Those documents and permit applications will be prepared in the next couple of months.

Audit update -Fish reported all the information requested by auditors was supplied to them over the past weekend.

Fundraising update – Fish reported there have been requests made to donors for the town square but there are no solid commitments yet.

## RDA STRATEGIC PRIORITIES

- 1) ~~400 W. Main St. block demolition, Town Square design etc., and publicizing town square project for possible funding from sources other than the City.~~
- 2) Facilitating quality development in downtown, and
- 3) Creating an approach and working to attract development projects downtown.

Rob Marchant added to the Executive Director's report that this would be Fish-Peterson's last meeting with the hiring of Alex Allon, the new economic development and special projects coordinator at the City. Marchant welcomed Alex and thanked Kristen for her time and effort. Zimmermann and Zastrow also expressed appreciation.

7. **Review/Approve** – Due to the fact that the January financial reports were preliminary, this item was tabled until final January financial were presented.

8. **Resolution:** Approve Amendment to the MOU with TWall Enterprises

Fish presented this amendment to the MOU with TWall Enterprises revolves around the deadline to approve the documents. Since the ALTA Survey was delayed, TWall exercised the extension option and requested having until June 1, 2021 to approve the Developers Agreement. There was a motion by Marchant, seconded by Wetzel to approve the resolution. Motion carried 7-0.

9. **Resolution:** Approve Smithgroup contract for construction documents/oversight. Marchant presented the item by first explaining the need for phasing and time for additional fundraising. Adam Hammen of Smithgroup presented an overview of the contract. Salas asked about construction oversight, to which Hammen replied the contract is set up for 1 visit to the site per week and attendance at the construction meeting every other week. Smithgroup would review shop drawings, receive submittals, and review items to make sure they are consistent with the construction drawings created by Smithgroup. They would also handle change management, review contractor documentation for payment and recommend payment of appropriate invoices. Wetzel asked when the bid documents could go out. Hammen replied they are targeting October 2021, and that they would work hard to expedite the process with the DNR related to permit approval for sea wall reconstruction.

Salas asked what they found with the sea wall. Hammen stated in the design development process, their structural and waterfront engineers looked at the wall and concerns were brought to the forefront after examining the condition of the masonry and its vintage (which were questionable), that they would not be able to withstand the test of time. Salas asked if there was value in delaying what we are doing in order to coordinate with TWall. Yes, there is time in the Smithgroup contract to coordinate and have those conversations. Tom Rogers from Smithgroup noted that the delay in the town square project could work to the benefit of being able to coordinate with the TWall project more closely.

Zimmermann asked about the portion of the contract which references a town square of \$2.5 million. This is the base project, which could be enhanced with the completion of Water St. If that gets added, it would increase their fees. Regarding grant funding, Rogers noted they had met with Jaynellen in the City's engineering department and the DNR. They were encouraged to resubmit grant applications because the few points which deterred us from an award are now achievable.

Zastrow asked if \$2.5 million gets us everything except Water St. Hammen replied we could do everything for \$2.5 million without a contingency.

There was a motion by Ruetten, seconded by Zimmermann to approve the Smithgroup contract. A roll call vote was taken. AYE: Salas, Kuenzi, Wetzel, Ruetten, Zimmermann, Zastrow, Marchant. Motion carried 7-0.

10. **Resolution:** Presentation and approval of budget for 2021

Marchant presented the budget. Salas noted there was a line item for construction management outside of the Smithgroup contract and explained the difference. Zimmermann asked what the fundraising has looked like so far. Marchant replied his focus has been on one major potential donor so far. Salas is also working on a potential to fill the gaps between asks and commitments. Marchant stated the strategy was to go after big chunks, then activate the board to also go after big chunks. Ruetten suggested we get a list of vendors to the City (from Elissa) and use that as prospects for fundraising. Zimmermann's concern is

that what we've committed to is what we produce. He asked if it was time to have a fundraising steering committee. Marchant expressed interest in the idea of a fundraising steering committee. Zastrow asked what the holdups were with potential donors. Marchant noted the conversations so far haven't been that transactional. Zastrow agreed with Zimmermann, that the picture is out there, the town square needs to be first class, and that we've done a lot of work to get to this point.

Fish-Peterson noted that way back when John David had the leadership to push this plan forward and now that there is a picture of what the community designed through the design steering committee and many public input sessions, the hard work isn't over yet. If the library can raise over \$10M, the RDA should be able to raise \$1.8M.

Tom Rogers noted that it's not uncommon to phase projects, add alternates. Zimmermann asked when do we need funding commitments? They will be needed by August or so to ensure funding is there when the construction bids are let.

Marchant noted if we have an organized effort to create a drumbeat of good news with Jeanne's help it would be great. There was a motion by Zimmermann, seconded by Marchant to create a fundraising team. Dave and Rob will work together to get it set up. Motion carried 7-0.

There was a motion by Marchant, seconded by Ruetten to approve the 2021 budget as presented, knowing it's an iterative process, and would be amended throughout the year. Roll call vote was taken.

AYE: Salas, Kuenzi, Wetzel, Ruetten, Zimmermann, Zastrow, Marchant. Motion carried 7-0.

11. Future possible agenda items – none.

12. Next meeting date and time - April 14, 2021, 6:30 pm.

13. Adjournment – There was a motion by Zastrow, seconded by Kuenzi to adjourn.

Respectfully submitted,



Kristen Fish-Peterson, Secretary