



City of Racine

City Hall
730 Washington Ave.
Racine, WI 53403
www.cityofracine.org

Meeting Minutes - Draft

Redevelopment Authority of the City of Racine

James Spangenberg
Gregory Holding
Robert Anderson
Jen Adamski-Torres
Doug Nicholson
John Crimmings
Alderman Tracey Larrin

Monday, April 3, 2017

5:15 PM

City Hall, Room 303

Call To Order

PRESENT: 5 - James Spangenberg, Gregory Holding, Jen Adamski-Torres, John Crimmings and Tracey Larrin

EXCUSED: 1 - Doug Nicholson

Others present:

Robert Anderson (Authority member not listed)
Amy Connolly, Director
Matt Sadowski, Assistant Director/Principal Planner
Michelle Cook, Secretary
Ben Lehner, Community Development Program Specialist
Mike Lechner, Housing Technician
Alderman Sandy Weidner
Rachana Kothari, Racine County Economic Development Corporation

Approval of Minutes for the February 6, 2017 Meeting.

A motion was made by Authority member Spangenberg, seconded by Authority member Adamski-Torres to approve the minutes of the February 6th meeting. The motion **PASSED** by a Voice Vote.

Approval of Minutes for the February 20, 2017 Special Meeting.

A motion was made by Authority member Adamski-Torres, seconded by Authority member Anderson, to approve the minutes of the February 20th Special Meeting. The motion **PASSED** by a Voice Vote.

Approval of Minutes for the February 27, 2017 Special Meeting.

A motion was made by Authority member Anderson, seconded by Authority member Spangenberg, to approve the minutes of the February 27th Special Meeting. The motion **PASSED** by a Voice Vote.

Budget and Finance

Financial Report

Director Connolly explained the finances. She stated, in February, a budget was approved for the RDA. She went through the cash and investment OF \$157,000, the assets currently held by the RDA and the net position. She explained what has been spent and revenue and the expenditures for the professional services as of March 31st.

Ald. Weidner asked about the escrow account for the Machinery Row properties.

Ms. Connolly stated the escrow is held at the title company; however, the city has control over how the funds are spent.

A motion was made by Authority member Spangenberg, seconded by Authority member Anderson to receive and file the Financial Report. The motion PASSED by a Voice Vote.

Report of the Executive Director

A. Update on RFP for "on-call" real estate brokerage services (on hold)

No responses received. The on hold for now will revisit this spring.

B. Proposed RFP for snow removal and mowing for RDA and City-owned properties (completed)

Mike Lechner, Housing Technician, stated the proposal has been completed. Larry's Landscaping, the same contractor as last year, received the bid. Mr. Lechner explained it is a 3 year contract.

C. Update on Electric Pedestal project in West Racine (completed)

Ms. Connolly stated our portion of the project has been completed. Mr. Lechner stated We Energies has to hook up the electricity; however, the pedestal is installed.

Authority member Spangenberg asked if it would be ready by May.

Mr. Lechner stated he was anticipating within the next couple of weeks that it would be hooked up.

D. Proposed RDA training (Visit to Milwaukee RDA in May, 2017)

Ms. Connolly reached out to Milwaukee RDA and they are willing to host training in May.

E. Update on White Box Program

Ms. Connolly stated more than 12 applications have been sent out with one completed application being returned.

Chairman Holding asked how much of the white box app is discretionary.

Ms. Connolly stated that most is checking boxes on the form. She stated the Downtown Area Design Review Commission receives the information and then the financials are explained.

Chairman Holding asked if the approvals could be delegated to staff.

Ms. Connolly stated that was up to the RDA, however, she expressed concern with the aspect of public money being used.

A motion was made by Authority member Anderson, seconded by Authority member Crimmings, to receive and file the Report of the executive director. The motion PASSED by a Voice Vote.

RDA-Owned Property Report

A. Update on 233 Lake Avenue – Hotel & Event Center

Director Connolly explained the contract with Hammes. She stated a couple of expenses were/will be processed by purchase orders through the RDA, but most of the funds will come by way of the agreement with Hammes. She explained the separated costs e.g. hotel market research consultant, traffic and pedestrian consultant.

B. Update on 615 Marquette Street (Case Plow Works Building)

Director Connolly stated the signed contract is completed, predevelopment agreement signed and project work has been started. Started researching historic preservation techniques and how the building can qualify for historic preservation tax credits. Internal building survey is being completed this month. Finance package will be worked on within the next couple of months.

C. Update on 1520 and 1536 Clark Street (Ajax Building)

Director Connolly explained that WHEDA announced two weeks ago that several communities have applied for tax credits. She stated letters of support have been sent to WHEDA and we should know in May when the tax credits will be allocated.

D. Update on Southside Industrial Park

None available. Ms. Connolly explained the contract with RFP expired in January. She said the RDA has the option of either continuing with RFP or putting out another Request for Proposals. Authority member Torres stated she would like to research other options.

E. Other RDA-owned and City-owned property Report

- a. Update on Machinery Row (900 and 820 Water Street)
- b. Update on West Bluff project & Grant Proposals

a. April 14th for an update. Extension of the tax credits is the concern with the Machinery Row properties.

b. Atty. Bill Scott stated the project has made major progress. He stated the DNR

waived requirement for a specific deed and now can concentrate on the other aspects of the potential agreement. The Phase I ESA is almost done. Seller has authority and are a legitimate business authority. Connolly would like to close on the property within the next two weeks. Sadowski stated worked with the Community Development Committee to receive funds to demolish two buildings on the site. The cost should not be any more than \$20,000.00. CDBG, EPA funds are being used other than city funds. Kothari explained \$95,000 from the Great Lakes Fund.

A motion was made by Authority member Spangenberg, seconded by Authority member Anderson receive and file the report. The motion PASSED by a Voice Vote.

[301-17](#)

Subject: (Direct Referral) Consider RDA Resolution 17-13 authorizing RCEDC staff to apply for a Great Lakes Restoration Initiative Grant (GLRI) through the U.S. Forestry Service. The grant would supplement the existing grant award from the Fund For Lake Michigan (FFLM) for the planting of trees and vegetation as part of our Rootworks Plan storm water management strategy (grant control number 00131).

Recommendation of the Redevelopment Authority on 4-3-17: That the City and its partner, RCEDC, apply for grant funds in the amount of \$95,000 through the Great Lakes Restoration Initiative through the U.S. Forestry Service. Further that no more than \$5,000 be allocated for professional services to complete the application for the grant.

FURTHER RECOMMENDS THAT THIS ITEM BE REFERRED TO THE FINANCE AND PERSONNEL COMMITTEE.

Fiscal Note: The grant application will be for \$95,000. There are no matching funds required, but the City will list Fund for Lake Michigan grants as a match. The cost to apply for the grant will not exceed \$5,000.

Attachments: [RDA Memo for GLRI Grant Authorization](#)

Rachana Kothari, RCEDC, explained that we would like to apply for a grant of \$200,000.00 that will supplement the Fund For Lake Michigan (FFLM) grant. She stated there is no match required and the grant application is due by April 13th. The cost to apply for the grant will be \$3,000.00 and, if awarded, the funds will be distributed in September of this year.

A motion was made by Authority member Spangenberg, seconded by Authority member Anderson, to adopt RDA Resolution 17-13 recommending approval of the item. The motion PASSED by a Voice Vote.

[302-17](#)

Subject: (Direct Referral) Consider receiving and filing a report from Community Development Specialist Ben Lehner on Community Development work in West Racine and Uptown business districts.

Ben Lehner, Community Development Compliance Specialist, explained that a public meeting was held with the West Racine Business Association (WRBA) in January. He stated the Main Street (design, organization, promotion, economic restructuring) approach was discussed in terms of how to make West Racine more visible and to

reenergize the district. He explained the process, the initial plan for West Racine as well as gateways into the district and retail corridors in the district.

Authority member Adamski-Torres asked how we can support West Racine initiative.

Mr. Lehner stated through volunteering and participating in subcommittee meetings. He stated the West Racine Business Association meets monthly.

A motion was made by Authority member Adamski-Torres, seconded by Authority member Anderson, to receive and file the item. The motion PASSED by a Voice Vote.

[303-17](#)

Subject: (Direct Referral) Consider Resolution 17-14 recommending approval of an Economic Development Communications Strategy Implementation with Branigan Communications.

Director Connolly introduced the item. She stated a city oriented website for economic development that focuses on promoting and marketing Racine is needed. She is proposing to work with Branigan Communications to help brand the City.

Authority member Crimmings asked if any local firms applied.

Director Connolly stated yes, however, we also need to think on a regional basis. She stated several firms were interviewed, including two local firms.

Authority member Adamski-Torres asked about the City's website and if any updates were going to take place. Ms. Connolly stated we do not have a lot of control over the design of the City's website. Authority member Anderson asked about timeline. Ms. Connolly stated the goal is to have the website functioning by the end of the year, hopefully sooner.

A motion was made by Authority member Crimmings, seconded by Authority member Adamski-Torres, to adopt RDA Resolution 17-14 approving the item. The motion PASSED by a Voice Vote.

Adjournment

Chairman Holding adjourned the meeting at 6:28 p.m.