

**Community Development Authority
of the City of Onalaska**

Tuesday, July 3, 2018

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1 The meeting of the Community Development Authority of the City of Onalaska was called to
2 order at noon on Tuesday, July 3, 2018. It was noted that the meeting had been announced and a
3 notice posted at City Hall.

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5 Roll call was taken with the following members present: Ald. Jim Olson, Ald. Jim Binash, John
6 Lyche, Joe Bucheger, Mike Gargaro

7

8 Also Present: City Administrator Eric Rindfleisch, Mayor Joe Chilsen, Planner/Zoning Inspector
9 Katie Aspenson

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11 Excused Absences: Ron Johnson, Ann Brandau

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13 **Item 2 – Approval of minutes from the previous meetings**

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15 Motion by Ald. Olson, second by Joe, to approve the minutes from the previous meeting as
16 printed and on file in the City Clerk’s Office.

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18 On voice vote, motion carried.

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20 **Item 3 – Public Input (limited to 3 minutes/individual)**

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22 Mike called three times for anyone wishing to provide public input and closed that portion of the
23 meeting.

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25 **Consideration and possible action on the following items:**

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27 **Item 4 – Review and Consideration of a contract with Hoisington Koegler Group Inc.
28 (HKGi) for the Onalaska Redevelopment Project**

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30 Mike noted Katie had distributed copies of a Professional Services Agreement and said he, John
31 and Joe had worked on it with HKGi. Mike also noted the city’s legal counsel had reviewed the
32 agreement, as had City Administrator Rindfleisch and Katie.

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34 Katie addressed Attachment “A” and said it defines the approximate area of the City of
35 Onalaska’s downtown. Katie said Attachment “B” is the retail corridor along State Trunk
36 Highway 16, and the final document is the updated work plan.

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38 Motion by John, second by Ald. Olson, to authorize Community Development Authority Chair
39 Mike Gargaro and Community Development Authority Vice Chair Joe Bucheger to execute the
40 contract with Hoisington Koegler Group Inc. (HKGi) for the Onalaska Redevelopment Project,
41 and also to authorize payment, when proper and due.

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42
43 Katie thanked CDA members for being willing to meet this afternoon and said the purpose of
44 this meeting is to approve the contract. Katie explained that the contract is to allow HKGi to
45 begin immediately on performing the background data. Katie referred to the July kickoff
46 meeting stated in the contract and said HKGi has proposed both Tuesday, July 17 and Tuesday,
47 July 31 as potential dates to hold the meeting. Katie noted the CDA is scheduled to meet
48 Wednesday, July 25 and said that meeting will proceed and CDA members will be receiving an
49 update on a different downtown redevelopment project that will be going before the Common
50 Council at its August 14 meeting. Katie said she wants to determine if the CDA will have a
51 quorum either for July 17 or July 31. Katie also said HKGi has proposed three potential meeting
52 dates in August: August 28, August 29, and August 30. Katie added the CDA meetings for the
53 remainder of the year (September through December) will not change.

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55 John asked Katie to send CDA members specific times during the day regarding the potential
56 July 17 and July 31 meeting dates.

57
58 Katie noted the CDA typically meets at 4 p.m. and said she would like to keep that meeting time.
59 Katie said she will be able to email CDA members regarding meeting at 4 p.m. either July 17 or
60 July 31, and also at 4 p.m. either August 28, August 29, or August 30. Katie referred to the
61 Section 1.2 (“Scope of Work”) under the services agreement, in which it discusses assembling
62 updated background data and producing existing conditions mapping, and she said she is
63 working to provide that data. Katie said staff has sent HKGi some of the information regarding
64 land use and zoning, and she noted HKGi also has some of the city’s aerial photographs for lot
65 coverage as well as “a good assumption” for building lot coverage courtesy of data from La
66 Crosse County. In addition, Katie said she is working with the City Assessor’s office to provide
67 existing development totals such as square feet of retail, commercial, the year a structure was
68 constructed, and property tax classification. Katie said she hopes to send HKGi the majority of
69 the information by the end of the week.

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71 Mike referred to the first page of the agreement and said \$105,000 needs to be changed to
72 \$97,770. Mike also said he wants to ensure the contract includes a timeline stating HKGi will
73 complete its work by December 31.

74
75 Katie said she believes it is HKGi’s intent to complete its work within six months and told CDA
76 members a request for an extension would come before them for consideration.

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78 Motion restated:

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80 To authorize Community Development Authority Chair Mike Gargaro and Community
81 Development Authority Vice Chair Joe Bucheger to execute the contract with Hoisington
82 Koegler Group Inc. (HKGi) for the Onalaska Redevelopment Project, and also to authorize

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83 payment, when proper and due, in an amount not to exceed \$97,770.

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85 On voice vote, motion carried.

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87 **Adjournment**

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89 Motion by Joe, second by John to adjourn at 12:09 p.m.

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91 The meeting was adjourned at 12:09 p.m.

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94 Recorded by:

95

96 Kirk Bey