



Mineral Point, Wisconsin

CITY OF MINERAL POINT

137 HIGH STREET, SUITE 1
MINERAL POINT, WI 53565
608-987-2361

AGENDA

CITY OF MINERAL POINT PUBLIC HEALTH & PROPERTY COMMITTEE MEETING

Monday, August 4, 2025, 6:00 pm

City Hall Community Room

1. Call to Order, Roll Call, and Confirmation of Compliance with Open Meetings Law.
2. Approval of June 19, 2025, minutes.
3. Discussion and possible consideration of a letter of interest in 206 Copper St. ("Park House").
4. Discussion and consideration of policy and timeline for the sale of residential parcels in the Brewery Creek Subdivision.
5. Adjourn.

Agenda Posted and Distributed: Thursday, July 31, 2025.

Reasonable accommodations for participation in this meeting by persons with disabilities, as defined by the Americans with Disabilities Act, will be made upon request and if feasible. Please contact the City Clerk's office (608-987-2361) at least 24 hours prior to the scheduled meeting so that necessary accommodations can be provided.

OFFICE OF THE CITY CLERK-TREASURER

Mayor – Danny Clark

City Administrator | Matthew Honer | administrator@cityofmineralpointwi.gov

City Clerk-Treasurer | Christy Skelding | cityclerk@cityofmineralpointwi.gov

MINUTES

CITY OF MINERAL POINT PUBLIC HEALTH AND PROPERTY COMMITTEE MEETING

Thursday, June 19, 2025 – 5:30 PM

City Hall Community Room

CALL TO ORDER/ROLL

The meeting was called to order by Chair Allendorf 5:30 PM.

Chuck Allendorf	Present
Steph McKeon	Present
Alex Ramshur	Present
Others Present: Mayor Danny Clark, Administrator Matthew Honer	

APPROVAL OF MINUTES – APRIL 1, 2025 MEETING

Motion (Allendorf/Ramshur) to approve the minutes. Motion carried, all voting aye (3-0).

DISCUSSION OF CITY HALL HEATING AND AIR CONDITIONING CONTROLS

Administrator Honer stated that the Building Automation System at City Hall and the Library is an ongoing maintenance issue. The controls work but are no longer supported in the USA. The current controls system requires a regular subscription.

In 2023, administration explored other controls options and it was determined that the city would continue to subscribe to the existing BAS system and attempt to work with the existing controls company. The regular failures were not resolved.

In 2024, an ongoing failure of the Community Room controls was resulting in constant air conditioning. The controls company looked at the issue and suspected it was a problem with the existing thermostat control, and they offered an estimate to repair the control of between \$3,800 and \$4,500. The problem was resolved until recently by installing an independent thermostat in the room for under \$750.

The committee advised Honer to get quotes from two different companies, and an updated quote from EMC for potential HVAC replacement.

DISCUSSION AND POSSIBLE CONSIDERATION OF REPAIR TO THE HIGH STREET CLOCK AND OTHER MATTERS REGARDING PROPERTY WITHIN THE PUBLIC RIGHT-OF-WAY.

Administrator Honer stated that he is working to develop the capital improvements plan for the next two to three years. He is looking ahead at capital projects that will be borrowed for. The owners of 215 High Street mentioned to Honer that the dog statue on High Street is in need of repairs, and the clock does not work.

Honer will come back to the committee with quotes to repair both the dog and the clock. He will also talk to the building owner regarding cost-sharing.

During the High Street construction, the old bank building had vault grates. Honer ensured those grates did not get salvaged as they are City property. The new owner of the building is requesting these grates to use as an art project. Honer would like to see them be donated to the Historical Society or the Archives. The committee agreed with Honer to have them donated to the Historical Society or the Archives.

Motion (Allendorf/Ramshur) to advise Administrator Honer to get bids to repair the High Street Clock and the dog, and offer the vault grates to the Historical Society or the Archives. Motion carried, all voting aye (3-0).

DISCUSSION OF CAPITAL IMPROVEMENTS 2025 – 2027.

The High Street Clock and Dog are two of the items that will be included in this next round of borrowing.

The city will finance in September of 2025, which will include all of the money for the Commerce Street and South Street project, \$500,000 for miscellaneous spending and equipment, and \$500,00 for infrastructure in the TIF District.

Also included in this borrowing is a squad car, and improvements to the bath house at the park.

The committee would like to see playground equipment, park upgrades, and removal of an asbestos fire blanket at the Opera House included in the borrowing.

DISCUSSION AND POSSIBLE CONSIDERATION RELATED TO AN UNNAMED RIGHT-OF-WAY ADJACENT TO ANTOINE ST., A PORTION OF THE LIBERTY STREET RIGHT-OF-WAY, AND THE DOTY STREET RIGHT-OF-WAY.

Administrator Honer is looking to clean up some right-of-way issues in the city.

Motion (Allendorf/Ramshur) to recommend Council approval of abandon the Antoine Street ROW, Liberty Street ROW, conditional upon the sale of the City owned lot, enter into agreement for \$12,000 for the lot. Motion carried, all voting aye (3-0).

Doty Street is different. It's clear that the City owns rights to this road. It does make sense to clean it up and complete some type of survey to find out where exactly the street lies. Honer will get quotes for surveying the area and bring to Council.

Motion (McKeon/Ramshur) to recommend moving forward with getting a survey of the Doty Street area. Motion carried, all voting aye (3-0).

DISCUSSION AND POSSIBLE CONSIDERATION OF A POLICY FOR THE SALE OF RESIDENTIAL PARCELS IN THE BREWERY CREEK SUBDIVISION.

Administration anticipates the availability of at least 20 – 30 residential parcels in the Brewery Creek Subdivision in spring/summer of 2026. A general timeline would have the sale of parcels beginning in early spring.

In the RFP issued for the sale of the Antoine Street lots included the following conditions: \$30,000/lot, agreement to build within 1 year or pay an additional \$5,500/yr, proposals to include a general description of the plan for final use and final assessment, and the developer agrees to pay all closing costs.

There were no covenants created for the land. Honer will work to create a policy for the sale of parcels in this subdivision. He believes it is worthwhile to reserve some of the lots for individual buyer owners.

Plan Commission would like some of the lots to be rezoned to R-3 for multi-family.

ADJOURNMENT

Motion (McKeon/Allendorf) to adjourn the meeting at 6:23 PM. Motion carried, all voting aye (3-0).

Matthew Honer, City Administrator

Approved:

Little Birds Learning Center
Alicia Gilkes
Mineral Point, WI 53565
Alicia-pittz@hotmail.com
608-574-4428

July 16th, 2025

Letter of Interest to Purchase Property for Childcare Center

To Whom it May Concern,

I am writing to formally express my interest in purchasing the property located at 206 Copper Street, as I believe it offers an excellent opportunity to establish a quality daycare center to serve families in our community.

After reviewing the property's features and location, I am confident with an expansion and additional parking, we can meet the operational requirements set by Wisconsin Department of Children and Families. The expansion will include adequate square footage for children, bathroom requirements, fire safety requirements for infants/children and a small parking lot. My intention is to acquire the building to create a safe, enriching and fully licensed childcare environment that will positively impact the city of Mineral Point.

At this stage, I am prepared to discuss possibilities of residential property and (a small amount of) surrounding land. My initial interest is to offer \$1, without a building inspection. This is an excellent opportunity for the city to make use of a vacant building and assist with the lack of accessible childcare.

I would appreciate the opportunity to schedule a meeting at your earliest convenience to discuss this proposal in more detail. Please feel free to contact me directly at 608-574-4428 or Alicia-pittz@hotmail.com to coordinate further.

Thank you very much for considering our interest. I look forward to your response and to the possibility of working together to bring this project to fruition.

Sincerely,

Alicia Gilkes
Developer of "Little Birds Learning Center"



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Request for Proposals: Purchase of Brewery Creek Subdivision Residential Lots

The City of Mineral Point is soliciting proposals for the purchase and development of parcels in the City's most recent residential subdivision. Attached is a map of the lots anticipated to be ready to be developed on or before June 1, 2026.

The City of Mineral Point seeks proposals from interested parties for the purchase of these lots. The City seeks proposals that include the following items:

Proposal Requirements:

- Identify the lot(s) the purchaser is interested in.
- Purchase price (City seeks a minimum of \$30,000/lot).
- Agreement to develop the lot within 12 months of the lots being ready for construction (Anticipated to be June 1, 2026). If lots are not developed within 12 months of the construction-ready date, the buyer agrees to pay the penalty of \$6,000 each year the lot remains undeveloped. The purchaser must agree that the penalty may be assessed against the parcel.
- A general description of the use for the parcel(s).
- Proposed final assessed value for improvements.
- Agreement to pay costs associated with a title search, survey, required real estate documentation, and/or any other conditions of real estate transfer.

Encouraged information.

- Residential plans (site and elevation) are encouraged.
- Plans that meet the current zoning setbacks are encouraged.

Review process:

- The City's Public Health and Property Committee will review all proposals on XXX XX, 2025.
- Lots without proposals may be offered to builders who provided proposals. Lots remaining following the proposal process will be reviewed and sold on an ongoing basis.

Anticipated construction Schedule:

- The City anticipates bidding the construction of the streets, water, sewer, and other infrastructure in the fall of 2025 and anticipates construction to take place between November 2025 and May 2026.
- If construction proceeds ahead of our preliminary anticipated schedule, lots will be available for construction sooner.

OFFICE OF THE CITY ADMINISTRATOR

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- If construction proceeds behind the City's preliminary anticipated schedule, the City will adjust its construction-ready date.

Site inspections must be scheduled in advance. The City encourages proposals from individuals seeking to build their own home and residential construction builders. Additional information can be accessed at City Hall, 137 High St. STE 1, Mineral Point, WI, or by calling the City Administrator at 608-987-0463. Proposals should be addressed to: *City Administrator RE: Brewery Creek Subdivision*. Proposals can be dropped off at City Hall, mailed, or emailed to administrator@cityofmineralpointwi.gov. Proposals must be received by XXX, 2025. The City reserves the right to reject any or all proposals for any reason.

Posted and Published on XXX, 2025.

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