

**COMMUNITY
DEVELOPMENT
AUTHORITY**

Wednesday, October 3, 2018

7:00 PM

McFarland Municipal Center
Conference Room A

AGENDA

1. CALL TO ORDER
2. PUBLIC APPEARANCES.
3. APPROVAL OF MINUTES.
 - a. Review and possible approval of draft minutes from the September 5, 2018 Community Development Authority meeting.
4. BUSINESS.
 - a. Review and possible recommendation to the Plan Commission on a request by Don Goben for a Temporary Conditional Use Permit (CUP) to allow a utility contractor to temporarily occupy 4314 Triangle Street with storage of materials and equipment. Property is in TID #3.
 - b. Review and possible recommendation to the Finance Committee and Village Board regarding a 20 year, \$930,000 G.O. State Trust Fund loan for the purchase of the Farwell Street property.
 - c. Discussion and possible action on a recommendation to the Village Board regarding the sale of 5411 Bashford Street by the Village of McFarland.
 - d. Update on the RFP process for Farwell Street property redevelopment.
 - e. Highlights
5. ADJOURNMENT.

This meeting notice constitutes an official meeting of the above referenced group and was posted in accordance with all applicable laws related to Open Meetings Law. It is possible that members of and possibly a quorum of members of other governmental bodies of the municipality may be in attendance at the above stated meeting to gather information. No action will be taken by any governmental body at the above stated meeting other than the governmental body specifically referred to above in this notice. Upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals. For additional information or to request this service, contact the McFarland Municipal Center at (608) 838-3153 or cassandra.suettinger@mcfarland.wi.us.

Working Draft MINUTES

Community Development Authority Meeting

September 5, 2018

Members Present: Sue Smith, Shaun O'Hearn, Ken Brost, Stephanie Brassington, Peter Bloechl-Anderson, Toni Stolarik

Members Absent: Jerry Dietzel

Staff Present: Pauline Boness

1. Call to Order

Brost called the meeting to order at 7:00 p.m.

2. Public Appearances – none

3. Approval of Minutes

- a. Review and possible approval of draft minutes from the June 6, 2018 Community Development Authority meeting.

O'Hearn moved to approve the June 6, 2018 minutes Brassington seconded the motion. Motion carried.

- b. Review and possible approval of draft minutes from the June 27, 2018 Community Development Authority meeting.

Brassington moved to approve the June 27, 2018 minutes, O'Hearn seconded the motion. Motion carried.

- c. Review and possible approval of draft minutes from the August 1, 2018 Community Development Authority meeting.

O'Hearn moved to approve the August 1, 2018 minutes as corrected, Brassington seconded the motion. Motion carried.

4. Business

- a. **Review and possible recommendation to the Plan Commission regarding an addition to Culvers Restaurant located at 4700 Farwell St. The property is zoned CG General Commercial and is within the boundary of TID #5.**

Paul Kardatzke from Jewel Engineering and Paul Kneubuehl from Culvers summarized this was the fourteenth Culvers built. They have had some interior remodeling in the past but not to the extent as other Culvers. The remodeling will be done around the entire perimeter of the building and will utilize stone and stucco façade, with roof changes in the back to provide better screening of mechanicals. The blue roof will remain; new Culvers have a different roof design. Existing restaurants, which are remodeled, keep the blue color, which is a franchise color. The roof itself is in good condition as it was recently re-roofed. This small change will just screen the mechanicals, which will remain on the roof. The interior changes include expanding out the interior by closing in the outdoor seating area, and remodel the restrooms. The interior remodel allows for better handicapped accessibility along with improved traffic flow for customers inside the restaurant. There will be angled parking in the area facing Farwell Street, moving of the handicapped parking with an additional stall in the back of the parking lot, along with better signage (pole and asphalt) to identify traffic patterns. There will be some added outdoor seating on the side of the building as well as 20 or so interior seats. They are removing two light poles, and replacing them with lighting on the building. A third light pole will be relocated.

Boness advised the building inspector is working on the parking lot review and number of spaces needed. Boness questioned a door on the plan; Kardatzke said there would be a fence there, and a few outdoor seats. Boness indicated an updated plan showing that new area must be submitted for the Plan Commission meeting.

Boness reviewed the design guidelines for TID #5 with members. Brassington inquired about the timeframe of the proposed project. Kneubuehl indicated they are ready to start as soon as they get approval from the Plan Commission.

Brassington moved to make a recommendation to the Plan Commission to approve an addition to Culvers Restaurant located at 4700 Farwell St. The property is zoned CG General Commercial and is within the boundary of TID #5. O'Hearn seconded the motion. Motion carried.

5. Community Development Highlights

- a. Highlights – O'Hearn inquired on the status of the RFP. Boness indicated it went out last week. Smith inquired on how the Board handled the mixed use in the RFP. Boness replied she believed they left it the way it was drafted. Members were reminded to consider possibilities for the property on Bashford Street for the next meeting.

6. Adjournment.

O'Hearn moved to adjourn, Smith seconded the motion. Motion carried. Meeting adjourned at 7:45 p.m.



COMMUNITY DEVELOPMENT AUTHORITY SUMMARY SHEET

MEETING DATE: Wednesday, October 3, 2018

SECTION: Business

DEPARTMENT: Community Development

CONTACT:

AGENDA ITEM: Review and possible recommendation to the Plan Commission on a request by Don Goben for a Temporary Conditional Use Permit (CUP) to allow a utility contractor to temporarily occupy 4314 Triangle Street with storage of materials and equipment. Property is in TID #3.

PREVIOUS ACTION:

ISSUE SUMMARY:

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Property owner Don Goben wishes to enclose his property to enable TDS to store equipment and materials in a safe manner for approximately 3 – 6 months. Utility uses are a conditional use in the MIC zoning district. This property is within TID #3 and within the Triangle/Meinders subdivision. The fence is 10' high with barbwire along the side and rear fence line.

CDA review typically encompasses the design guidelines listed in the Terminal and Triangle District Plan. These guidelines identify landscaping, opaque walls/fences for screening from Hwy. 51.

CDA members should consider requesting some landscaping of this fence if it is to be more permanent. Mr. Goben has indicated he would like to redevelop the property at some point. If that time is sooner rather than later, landscaping may be premature; wanting to avoid removing plantings soon after becoming established.



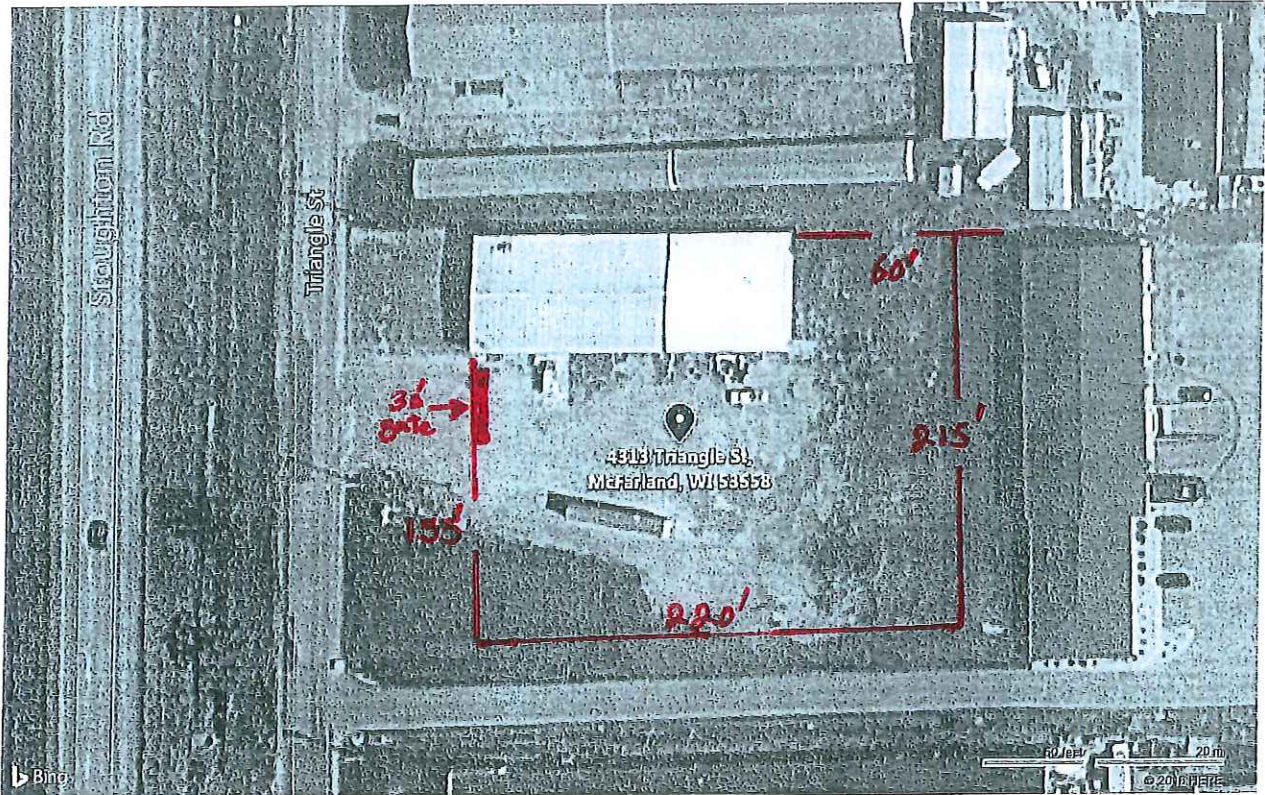
ATTACHMENTS:

1. 4313 Triangle Street
2. Meinders Triangle District Plan

bing maps

4313 Triangle St, McFarland, WI 53558

Location: 43.03469, -89.29827



- * Height of fence: 10 feet
- * Distance to nearest curb 15 feet.
- * 30 foot roll gate.

SECTION 7: MEINDERS/TRIANGLE SUBDISTRICT

Overview

The Meinders/Triangle Subdistrict is located on the east side of Highway 51, with high visibility and good access from the highway. The area is developed with medium-quality gasoline distribution facilities and small lots used for a variety of industrial and commercial purposes. Development quality is fairly low, and small parcel sizes may be inhibiting redevelopment. Meinders Road itself is in poor shape. The City of Madison is planning for single family residential development immediately east of this district, and plans to connect to Meinders Road. This raises a number of potential issues related to future use compatibility.

The overall focus will be on manufacturing, distribution, offices, and support uses, with a greater emphasis on high-quality buildings and site design. Lands with visibility from Highway 51 may also be available for commercial uses that are compatible with an industrial location, such as building and home supply stores. Land assembly and consolidation of lands along and near Meinders Road should be encouraged to create market-viable redevelopment sites.

Detailed Development Design Guidelines

The design guidelines presented in Section 6 above, along with those in the Summary of Site and Building Design Standards by Subdistrict table, should be followed for new development proposals and substantial expansions.

While many existing area businesses are characterized by outdoor storage, the desire is over time to encourage future uses and redevelopments that rely less heavily on outdoor uses or that adequately screen them from public view and adjoining properties.

Future development in this area needs to be especially considerate of storm water management because the stream in the area occasionally backs up. Also, sensitive transitions to the future residential development to the west will be important to achieve the redevelopment vision in this area. The Badger Business Park on the other side of Highway 51 could be used as a model for the redevelopment of this area.

Transportation Recommendations

Meinders Road should be upgraded to meet Village street standards. This should be done in collaboration with development on adjacent lands in the City and ideally with redevelopment of lands to the north and south of Meinders Road. Triangle Street also warrants upgrades to match the current street design to the south in the corporate park. This project, also, may be linked to redevelopment proposals on adjacent lands. The Village is undertaking stormwater management improvements in this area.

Meinders/Triangle Subdistrict

Guidelines	Yes	No
Site Design		
1. Does the project connect building entries with walkways to planned sidewalks in Terminal Drive, distinguishing them from driving surfaces?		
2. Does the project locate service areas, loading docks, mechanical equipment, and refuse containers to non-street sides of buildings and screen them?		
3. Does the project include adequate, accessible, and convenient areas for collecting and loading trash and recyclables?		
4. Does the project screen ground-, roof-, and wall-mounted mechanical equipment from public rights-of-way and adjacent properties?		
5. Does the project include landscaped front yards, parking areas, and foundations?		
6. Does the project convey stormwater to on-site or in-district infiltration areas?		
7. Does the project provide bicycle parking?		
8. Are all fully screened outdoor storage or display areas inside of all required side and rear building setbacks, with dense landscaping on the outside of these areas?		
9. Does the project permanently define and screen all outdoor storage areas with dense landscaping, opaque walls and/or opaque fences?		
10. Does the project limit outdoor operations and store equipment and raw materials inside buildings to ensure minimal visual impact on neighboring uses and the public?		
11. Does the project locate limited outdoor merchandise display areas near building entrances, without affecting traffic flow?		
12. Does the project preserve existing on-site vegetation, especially large trees, wood lots, and remnant wetlands and prairies?		
13. Does the project locate service and storage areas to minimize Highway 51 visibility?		
14. Does the project heavily screen parking areas adjacent to highway 51?		
15. Does the project screen rooftop mechanicals and utilities?		
16. Are mechanicals and utilities shown on the project's site plan?		
17. Does the project use wall-mounted signs?		
18. Does the project include buildings which are at least two-stories in height?		
19. Does the project include buildings which are compatible with the desired gateway character of the Village?		
20. Does the project include buildings which continue the architectural theme, design elements, and detailing on all sides?		
21. Does the project include loading docks or overhead doors on street-facing facades?		
22. Does the project screen loading docks or overhead doors on other facades?		
23. Does the project provide overhangs for pedestrian shelter?		
24. Does the project have a FAR between 0.15 and 1.0 if it is an Industrial use and between 0.35 and 1.5 if it is a Commercial use?		
25. Is a minimum of 50% of the front building wall 20' to 35' from Terminal Drive or McFarland Street right-of-way?		
Building Design & Materials		
1. Does the project use building materials with lasting architectural character (strength, durability and quality)?		
2. Does the project encourage use of the following exterior wall materials: brick, decorative masonry block, architectural grade metal panels, cedar siding, stone,		



COMMUNITY DEVELOPMENT AUTHORITY SUMMARY SHEET

MEETING DATE: Wednesday, October 3, 2018

SECTION: Business

DEPARTMENT: Community Development

CONTACT:

AGENDA ITEM: Review and possible recommendation to the Finance Committee and Village Board regarding a 20 year, \$930,000 G.O. State Trust Fund loan for the purchase of the Farwell Street property.

PREVIOUS ACTION:

ISSUE SUMMARY:

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

The Village is arranging to borrow \$930,000 from the State trust fund with a 20-year term. Matt Schuenke is working with Carol Wirth of Wisconsin Public Finance Professionals to prepare the application and related documents. (See documents in your packet.)

ATTACHMENTS:

1. Report to Finance Committee 2018 10.3.18

The background of the slide features a large, faint, circular seal of the Wisconsin Public Finance Authority. The seal contains the text "WISCONSIN PUBLIC FINANCE AUTHORITY" around the perimeter and a map of Wisconsin in the center.

Village of McFarland

Report on Financing

Tax Increment District No. 5 Land Acquisition with State Trust Fund Loan

Dated: September 26, 2018

Prepared by: Carol Wirth, President

FUNDING PROJECTS WITH THE STATE TRUST FUND LOAN PROGRAM

Background

State of Wisconsin Board of Commissioners of Public Lands (“BCPL”) manages the Common School Fund established in 1848 to administer proceeds from federal government land grants received by Wisconsin for educational purposes

BCPL invests the principal of the Common School Fund in loans to municipalities and school districts for public purpose projects including economic development, local infrastructure, capital equipment and vehicles, building repairs and improvements through the BCPL State Trust Fund Loan Program.

Interest paid to BCPL State Trust Fund Loans is returned annually to Wisconsin public school libraries.

State Trust Fund Loans

Loans are **general obligations** of the borrower, requiring a tax levy sufficient to pay principal and interest.

Annual payments of principal and interest are due March 15 each year; customized payment schedules can be requested.

Prepayments are allowed without penalty between January 1 and August 31 each year, with 30-days written notice.

Fixed-rate loans (as of this date) are shown below; rates determined by action of BCPL; rates based on term of Loan.

1 - 2 Years - 4.0% 3 - 5 years - 4.0% 6 - 10 years - 4.25% 11 - 20 years - 4.5%

Loan Application Process

1. Loan Application Request Form is submitted by Village to BCPL for a “not to exceed” dollar amount, the purpose and request for a customized amortization schedule

Locks in Interest Rate for 60 days at no cost

Funds are reserved for Village project

Does not commit Village to borrow

Application may be cancelled by Village without penalty

2. BCPL sends Village a Loan Application packet including the Resolution for Village Board approval.
Village Board approves “application for the Loan” for the purpose requested
Terms of the Loan – annual repayment / interest rate
Levying of taxes to repay the Loan – “general obligation debt” - counts against legal debt limit
3. Village Loan Application packet completed and returned to BCPL for consideration by Commissioners
4. BCPL approves Loan Application and notifies Village via letter
Village has 4 months to draw funds after BCPL approves Loan Application
Debt is “incurred” when Village draws the funds – “Request for Loan Disbursement.”
If some or all of the funding is not needed, the Loan can be closed without obligation.

Statutory Borrowing Authority

The Loan is prepared in accordance with Wisconsin Statutes Chapter 24.

Approval of resolution by Village Board requires majority vote

Preliminary Amortization Schedule

The Village would request a “customized” amortization schedule in consideration of the availability of tax increment for debt repayment. The BCPL requires an interest payment to be made on 3/15/2020. Principal is required to begin in 2021. Maximum term for repayment is 2038.

\$930,000 General Obligation State Trust Fund Loan Est. Debt Service Schedule

Date	Principal	Coupon	Interest	Total P+I	Fiscal Total
12/12/2018	-	-	-	-	-
03/15/2020	-	-	52,627.81	52,627.81	52,627.81
03/15/2021	34,645.70	4.500%	41,850.00	76,495.70	76,495.70
03/15/2022	36,204.75	4.500%	40,290.94	76,495.69	76,495.69
03/15/2023	37,833.97	4.500%	38,661.73	76,495.70	76,495.70
03/15/2024	39,435.24	4.500%	37,060.46	76,495.70	76,495.70
03/15/2025	41,311.08	4.500%	35,184.62	76,495.70	76,495.70
03/15/2026	43,170.08	4.500%	33,325.62	76,495.70	76,495.70
03/15/2027	45,112.73	4.500%	31,382.96	76,495.69	76,495.69
03/15/2028	47,062.39	4.500%	29,433.31	76,495.70	76,495.70
03/15/2029	49,260.61	4.500%	27,235.08	76,495.69	76,495.69
03/15/2030	51,477.34	4.500%	25,018.36	76,495.70	76,495.70
03/15/2031	53,793.82	4.500%	22,701.87	76,495.69	76,495.69
03/15/2032	56,158.98	4.500%	20,336.72	76,495.70	76,495.70
03/15/2033	58,741.70	4.500%	17,754.00	76,495.70	76,495.70
03/15/2034	61,385.08	4.500%	15,110.62	76,495.70	76,495.70
03/15/2035	64,147.40	4.500%	12,348.29	76,495.69	76,495.69
03/15/2036	67,008.11	4.500%	9,487.58	76,495.69	76,495.69
03/15/2037	70,049.40	4.500%	6,446.30	76,495.70	76,495.70
03/15/2038	73,201.62	4.500%	3,294.07	76,495.69	76,495.69
Total	\$930,000.00	-	\$499,550.34	\$1,429,550.34	-

Timeline

September 26	Finance Committee	Report on Financing TID No. 5 Land Acquisition with State Trust Fund Loan. Recommendation to proceed with Worksheet Application (attached) for \$930,000 Loan for TID No. 5 Land Acquisition
October 3	Community Development Authority	Presentation information for \$930,000 Loan for TID No. 5 Land Acquisition
October 8	Village Board	Report on Financing TID No. 5 Land Acquisition with State Trust Fund Loan. Approval to proceed with submitting Worksheet Application to State (Locks in interest rate). Does not commit the Village to borrowing.
October 22	Village Board	Action on resolution authorizing \$930,000 State Trust Fund Loan
November 20	BCPL Commission	Meeting to approve Village Loan Application
Week of Nov 26		Village requests funds from BCPL – Debt is Incurred
Week of Dec 10		Loan proceeds wired to Village. Amortization schedule prepared by BCPL WPFP files voluntary notice of event for debt issuance on EMMA



Douglas La Follette, *Secretary of State*
Matt Adamczyk, *State Treasurer*
Brad D. Schimel, *Attorney General*

101 E. Wilson Street
2nd Floor
PO Box 8943
Madison, WI 53708-8943

608 266-1370 INFORMATION
608 266-0034 LOANS
608 267-2787 FAX
bcpl.wisconsin.gov

Jonathan Barry, *Executive Secretary*

BCPL Loan Application Request Form Municipal General Obligation Loan

Date _____

Municipality _____

Please include type of municipality (e.g. Town of Newbold, Village of Prairie du Sac, Bayfield County, etc.)

County _____

Municipal Mailing Address _____

Head of Municipality _____

Phone # _____

Mailing Address _____

Email _____

Municipal Clerk _____

Phone # _____

Mailing Address _____

Email _____

Finance Dir/Treasurer _____

Phone # _____

Mailing Address _____

Email _____

Financial Advisor/Firm _____

Phone # _____

Email _____

Loan Purpose _____

Loan Amount \$ _____

Loan Term _____

Years

ESTIMATED DATE THAT FUNDS WILL BE NEEDED: _____

DATES OF NEXT TWO BOARD/COUNCIL MEETINGS: _____

Clerk Signature



COMMUNITY DEVELOPMENT AUTHORITY SUMMARY SHEET

MEETING DATE: Wednesday, October 3, 2018

SECTION: Business

DEPARTMENT: Community Development

CONTACT:

AGENDA ITEM: Discussion and possible action on a recommendation to the Village Board regarding the sale of 5411 Bashford Street by the Village of McFarland.

PREVIOUS ACTION:

ISSUE SUMMARY:

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Matt Schuenke would like to continue discussion regarding the possibility of having a commercial use at this site.

ATTACHMENTS:

None



COMMUNITY DEVELOPMENT AUTHORITY SUMMARY SHEET

MEETING DATE: Wednesday, October 3, 2018

SECTION: Business

DEPARTMENT: Community Development

CONTACT:

AGENDA ITEM: Update on the RFP process for Farwell Street property redevelopment.

PREVIOUS ACTION:

ISSUE SUMMARY:

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

We did have our Q & A on September 12th, three firms did come.

- Lakestone Properties
- Alexander Company
- Horizon Development

Two others did not come but expressed interested – Commonbuild from Minneapolis and a group working with local developer David Bisbee.

RFP's are due by 4:00 p.m. November 1st.

ATTACHMENTS:

None





COMMUNITY DEVELOPMENT AUTHORITY SUMMARY SHEET

MEETING DATE: Wednesday, October 3, 2018

SECTION: Business

DEPARTMENT: Community Development

CONTACT:

AGENDA ITEM: Highlights

PREVIOUS ACTION:

ISSUE SUMMARY:

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

1. 8.2018 CD Highlights

COMMUNITY DEVELOPMENT HIGHLIGHTS

August 2018

- Business in the Dept. continues at a brisk pace with 57 permits issued in August. Four permits were issued for single-family homes; three of which, pertained to Juniper Ridge Subdivision. Compared to August 2017, we are running 130 permits ahead of last year. Revenues for the month were approx.. \$37,000.00 .
- Attended the annual WHEDA conference at Monona Terrace. The focus of this year's event was affordable housing for the homeless as well as housing assistance provided by some businesses across the state in need of attracting workers.
- Finalized approvals for Phase 6 Juniper Ridge Subdivision. Phase 7 is coming before the Plan Commission and Village Board for action in September.
- Received final tabulations for our Parks Survey. We received 259 responses. Results were briefly discussed at the August Parks and Natural Resources Committee meeting. Further discussions regarding the results will take place at the September and October Meetings.
- Finalized some landscaping issues and concerns by Trustee and P.C. member Kolk with regard to Waubesa Shores Condo project. The hope is to have at least a portion of the building ready for occupancy in November.
- Prepared the RFP for redevelopment of the three adjacent parcels on Farwell St. formerly owned by Tom Gannon and recently purchased by the Village. These properties are located in our recently formed TID #5.
- McFarland State Bank has asked us to subordinate our TIF Loan to Spartan Properties (Tim Neitzel) in order for the bank to lend additional monies to construct the third and final building on Voges Rd. The paperwork should in final form by mid- September. Board action on this request will be necessary.
- Senior Outreach, Police, Comm. Dev. and our Village Atty. are working with a landowner in the Glen Rd. area to find this individual another permanent home. The existing home has minimum maintenance issues coupled with inside flooding problems during heavy rain events.
- Drafted the initial Departmental Budget for 2019

- Working with Jewell Eng. on the Culvers restaurant remodel and addition. This project should be coming before the Plan Commission at its September meeting.
- Brad Czebotar, Cassandra Suettinger, and I met with U.S. Census 2020 partner specialist Marilyn Miller regarding the possibility of forming a local complete count committee for the upcoming 2020 Census. Subsequently, the Village Board passed a resolution in late August indicating its desire to form such a committee. A complete count committee was formed in 2009 for the purpose of promoting participation by our citizens to the 2010 U.S. Census. Committee membership is typically comprised of representatives from the school district, library, business community, senior citizens etc. The Census Bureau would like these committees to be established in 2019.
- Marty Pilger our building inspector has given formal notification of his intention to retire at the end of 2018. Marty has been employed with the Village since June 1998.
- The August meeting of the Ad hoc Branding Comm. was cancelled due to lack of a quorum.
- Attended the following meetings in August:

Village Board
 Plan Commission
 Com. Dev. Authority
 Park and Natural Resources
 Chamber of Commerce
 Annual WHEDA conf.

Submitted by Pauline Boness, Com. Dev. Dir.