VILLAGE OF MCFARLAND *NOTICE OF PUBLIC MEETING*

# COMMUNITY DEVELOPMENT AUTHORITY

**Wednesday, April 3, 2019** **7:00 PM** **McFarland Municipal Center**
*Conference Room A*

AGENDA

1. CALL TO ORDER, ROLL CALL.

2. PUBLIC APPEARANCES.

3. APPROVAL OF MINUTES.
   a. Review and possible approval of the March 6, 2019 draft Community Development Authority minutes.

4. BUSINESS.
   a. Discussion and possible recommendation to the Village Board regarding the establishment of a fee within the Tax Increment Financing Development Incentives Policy Manual together with minor text changes relating to payback of TIF loans.

   b. Discussion and action to make a recommendation to the Village Board regarding the job description and approval to fill the vacancy for the Community Development Director position within the Community Development Department.

5. SCHEDULE NEXT MEETING DATE.
   a. Wednesday, May 1, 2019 at 7:00 pm.

6. 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

## February 6, 2019

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|---|---|
| Members Present: | Ken Brost, Shaun O'Hearn, Stephanie Brassington, Toni Stolarik, Peter Bloechl-Anderson |
| Members Absent: | Sue Smith, Jerry Dietzel |
| Staff Present: | Matt Schuenke, Karen Knoll, Pauline Boness (arriving at 8:15) |
| Others Present: | Ryan Quam, Clair Utter, Brian Doolan, Brian Spanos, Brett Rieman, Olivia Parry, Joe Smerko, Nathaniel Romick |

1. **Call to Order**
   Brost called the meeting to order at 7:00 p.m.

2. **Public Appearances**

   Brian Doolan – 5533 Main Street- spoke regarding the proposals for 4719 Farwell Street. He does not feel that is a good location for affordable housing, would prefer to see first floor commercial.

   Clair Utter – 5520 Rustling Oaks Lane – spoke in opposition to the proposals of 4719 Farwell Street. Feels a different RFP is needed to get what the Village needs on that site. He would prefer to see what the financial impact on the TIFs would be.

   Brian Spanos – 5910 Main Street - Lake Stone Properties - spoke in favor of the 4719 Farwell Street proposal, advised there is a correction, as they did not propose affordable housing for this site, it would be market rent, they are open to looking at senior housing, but the process is in works.

3. **Approval of Minutes**
   a. Review and possible approval of the January 2, 2019 Community Development Authority minutes.
      O'Hearn moved to approve the January 2, 2019 CDA minutes, Brassington seconded the motion. Motion carried 5-0.

b. Review and possible approval of the February 6, 2019 Community Development Authority minutes.
O'Hearn moved to approve the February 6, 2019 CDA minutes, Brost seconded the motion. Motion carried 5-0.

**4. BUSINESS.**

**a. Public Hearing Regarding an amendment to Redevelopment District No. 1 (TID #3) District**
**Boundary for the Village of McFarland, Wisconsin and Project Plan, redesignating 4703 Terminal Drive from Industrial land use and to Mixed use Commercial/Residential.**

Brost moved to agenda item 4(a) after completing of 4 (e). Brost opened the public hearing at 7:44 p.m.

Utter spoke in opposition to moving forward with the proposal until other aspects were resolved with the TID, would like to know the status of plans for Quam's current TID project.
Spanos – spoke in favor of the project

Cindy Krenz – 4810 Terminal Drive – spoke in favor of the project.

Brett Reimen – 5910 Main Street –Lake Stone Properties - spoke in favor and feels the office space is an important piece to the development.

Stolarik asked of Quam how the office space lays out. Quam replied he has 2 versions he is working with, one where the office is more visible from the highway and one where it is less visible.

Brost closed the public hearing at 7:50 p.m.

**b. Possible recommendation to the Village Board regarding Resolution No. 05-2019**

approving an amendment to Redevelopment District No. 1(TID #3) District Boundary and Project Plan for the Village of McFarland, Wisconsin redesignating 4703 Terminal Drive from Industrial land use to Mixed Use Commercial/Residential.

Schuenke indicated the proposed future land use for this site identified in the redevelopment plan is not what the developer wants to use the site. Schuenke reviewed options for changing the land use. The Village Board is has the ultimate decision on anything you move forward to them.

Quam stated he is working with different departments on the site plan. He would be interested if there was a TIF overlay that could help the project in the future. He will be attending the Public Works and Public Safety meetings in the upcoming weeks.

For those not present at the February meeting Schuenke reviewed the processes of the TIF's, timeframes, and increment collection and how the Joint Review Board works. This is a discussion which would likely start in June.

O'Hearn moved to recommend approval to the Village Board regarding Resolution No. 05-2019 approving an amendment to Redevelopment District No. 1(TID #3) District Boundary and Project Plan for the Village of McFarland, Wisconsin redesignating 4703 Terminal Drive from Industrial land use to Mixed Use Commercial/Residential. Brassington seconded the motion. Motion carried 5-0.

c. Review and possible recommendation to the Plan Commission regarding a General Plan & Detailed Plan for Phase 1 for 4703 Terminal Drive and rezoning from C -H Commercial Highway to PDD-GPA Planned Development District General Plan Approved and PDD-DPA Planned Development District Detailed Plan Approved.

Schuenke explained the rezoning process, as a Planned Development District, it would give the option for the developer to tell the Village how they would like to develop the property as it does not now match with the underlying zoning district. It is a two-step process; the first step is a general development plan, which looks at the whole site. The second step is the detailed plan, which deals with certain aspects in phases. The detailed plan has to conform to the general plan. Members have the submittals in their packets along with all required information. This will be the first phase, detailed plans are more specific.

Quam reviewed his submittal for Phase 1 with members, and his hopes to build Phase II the office building in 2020. He may sell part of the property outright or partner with someone on the project. He is trying to preserve many of the trees, which is what is driving the current layout. He is making revisions as directed by staff. He flipped the office parking lot as prospective tenant he was speaking with indicated they did not feel being seen from Highway 51 was a priority. He has had others who indicate the frontage would be a draw. He is waiting to see how he proceeds with that portion, it could set either way. Schuenke discussed there is many factors for how this lays out, the DOT may have some concerns and Quam had indicated he wanted businesses to have the view of the capitol. Quam stated he is working with the Fire Department to accommodate their concerns and needs for the property.

Quam reviewed Phase 1 – it will be a three story 27 unit building, with exposed garage walls and 29 underground parking stalls for 54 total stalls. The existing house on the property will remain until they choose to no longer live there. Quam outlined the driveway layout for the project along with the wetland area, a proposed boardwalk with lights and sidewalk. He understands for that he will need CARPC, DNR and Village approval. The building itself is very similar to his current project Waubesa Shores. He will be designating areas which can be mowed, and where people can walk their dogs. Quam reviewed the landscape plan and will be working the the neighboring property to get a grading easement. Quam will be providing a lighting plan with photometrics. He has some areas where he is not proposing curb, as he would like to keep that area open to push snow on, or if he needed to add additional parking stalls.

Brassington moved to recommend approval to the Plan Commission regarding a General Plan & Detailed Plan for Phase 1 for 4703 Terminal Drive and rezoning from C -H Commercial Highway to PDD-GPA Planned Development District General Plan Approved and PDD-DPA Planned Development District Detailed Plan Approved. O'Hearn seconded the motion. Motion carried 5-0.

**d. Review and possible recommendation to the Plan Commission regarding a site design plan for McFarland Liquor located at 4716 Farwell Street located within TID #5.**

Nathaniel Romick reviewed the submission in packets for 4716 Farwell Street. The property is currently 2500 sq.ft. they are looking to add on approximately 1500 sq.ft. Reroofing, and rewrapping the exterior of the building, plus adding a new bathroom along with updates will be done to bring everything up to current standards and making it handicapped accessible. They may add a sign later. Boness had paper copies of the design guidelines for TID #5 available for authority members. Boness asked if they had selected colors for the project and what will be on the sides and rear of the building. Romick responded they are looking into a vinyl type siding, and they have not selected colors yet, most likely earth tones to blend in with neighboring properties, they will have them selected by the Plan Commission meeting. They are not adding many exterior lights. They have eliminated one access point to add parking Mechanicals will be inside. Bloechel-Anderson asked if they would have any parking for bicycles. Romick replied not at this time, customers currently lean them against the planters, it is something to consider.

Brassington moved to recommend approval to the Plan Commission regarding a site design plan for McFarland Liquor located at 4716 Farwell Street located within TID #5. Bloechel-Anderson seconded the motion. Motion carried 5-0.

**e. Discussion and possible action in order to make a recommendation to the Village Board regarding the selection of a proposal for the Farwell Street Property Redevelopment project located at and around 4719 Farwell Street**.

Brost asked for the Committees approval to move agenda item 4(e) to the beginning of the meeting. Members agreed.

Brost inquired of Olivia Parry when people discuss affordable or workforce housing they are talking about renting, not ownership, and what is the rent range that would qualify as workforce housing? Parry replied it is just rentals not ownership, and it depends on the financing of the project; but the normal range is 30% - 80% of your income. WHEDA tax credits require averaging, which would be 60 or less of all the units in the development. Brost asked for specific rent ranges. Parry advised she did not have that information. There is rehab and new for affordable housing. Parry stated it is no longer possible to build an affordable new single family home, even if it was a small 2000 sq. ft. home the average cost would be $350,000. Parry discussed various programs for housing. There are over 13,000 housing units, which are cost burdened, or parties that are at risk affordability wise.

Brost pointed out, he sees vacancies and no waiting lists at properties, which would be in an affordable range, $500 - $900 range. He is concerned with hurting current property owners with adding too many affordable units in McFarland. Parry advised she did not have the specific information on that. Parry did not have information on which type properties had the most demand. She could get information from the 2015 housing study if someone wanted it. Parry stated there is no correlation that there is more crime with affordable housing. The quality of the building, how you integrate it and management are the key. Brost asked Parry to get back to him on the actual rent ranges.

Schuenke reviewed the submittal (see attached) per the CDA's request for changes at a previous meeting. Those requests were submitted to the developers, with the responses from the developers included in packets. Schuenke reviewed the updated memo from Andrew Bremer from MSA and the comparisons between the two submittals.

Schuenke reviewed the TIF Performa analysis with members per the spreadsheet provided in packets. When reviewing the projects we are looking at the residential, commercial, affordable, market rate; all of the criteria we established. There will be some additional work after selecting a potential proposal to work with. This only begins the project; it is not an approval for the project. There will be further evaluations as the process moves forward.

Bloechel-Anderson moved to recommend to the Village Board the selection of the Lake Stone proposal for the Farwell Street Property Redevelopment project located at and around 4719 Farwell Street. O'Hearn seconded the motion. Motion carried 5-0.

**f. Discussion and possible recommendation to the Village Board regarding the establishment of a fee within the Tax Increment Financing Development Incentives Policy Manual together with minor text changes relating to payback of TIF loans.**

Members agreed to table this until a future meeting.

**g. Discussion and possible action on a recommendation to the Village Board regarding acceptance of the Lodging Market Feasibility Study/Analysis.**

Schuenke indicated last year a feasibility study was pursued so we can better understand hotel data, and questions developers may have. It is a resource for the Village to have objective information to use to compare projects and make decisions in the future on whether or not the Village can support a hotel. The study focuses on one site, which is currently privately owned. Schuenke summarized how the information was gathered and reviewed the report in packets. The report shows a hotel could be supported in the community, mostly due to the proximity to Madison and its economy and special events. The type of hotel they are recommending is 60-70 rooms. Members reviewed the type of amenities the report showed people expect. There is also economic impact potential data included as part of the report. A hotel would bring jobs, generate property taxes, and room taxes. The Village is trying to collaborate with the Chamber regarding the use of room tax. If we do not create a local tourism authority on our own, or with the Chamber, the room tax revenue goes back to the regional tourism authority, which would be the City of Madison Tourism and Convention Bureau.

The study shows as expected, the hotel would be busier in summer months, and weekends. One of the Villages weaknesses is the absence of a large employer, which would generate demand for a hotel. Access for the site considered is close to Highway 51 and the interstate. Visibility and traffic counts, along with easy access are the main considerations for a hotel. Members reviewed the site selected by the report, and current utilities in the area. Schuenke advised they did try to market the Farwell Street site to hotel developers, and they had concerns on its location and ease to locate. The use of tourism dollars earned from a hotel could be used to market the businesses and restaurants located in McFarland.

Stolarik moved to recommend to the Village Board acceptance of the Lodging Market Feasibility Study/Analysis. O'Hearn seconded the motion. Motion carried 5-0.

**5. SCHEDULE NEXT MEETING DATE.**

Next meeting will be April 3, 2019

**6. ADJOURNMENT.**

O'Hearn moved to adjourn, seconded by Brost. Motion carried. Meeting adjourned at 9:03 p.m.

**COMMUNITY DEVELOPMENT AUTHORITY SUMMARY SHEET**

**MEETING DATE:** **Wednesday, April 3, 2019**

**SECTION:** **Business**

**DEPARTMENT:** **Administration**

**CONTACT:** **Matt Schuenke, Village Administrator, Pauline Boness, Director**

**AGENDA ITEM:** **Discussion and possible recommendation to the Village Board regarding the establishment of a fee within the Tax Increment Financing Development Incentives Policy Manual together with minor text changes relating to payback of TIF loans.**

**PREVIOUS ACTION:**
The Village Board upon recommendation of the CDA approved the original manual at its meeting on November 13, 2017.

**ISSUE SUMMARY:**
Revisions are proposed for discussion by the CDA to the TIF Manual for requests for financing. The main reason for this is that a fee needs to be set for these applications. Originally it was thought we would include this within our fee schedule; however, that document is codified based on Village ordinance established fees. This process is implemented as a matter of policy and not the code, so codifying it would be more burdensome than helpful. The Village Attorney recommended we simply amend the policy to include the fee which these changes do provide for.

Other changes are proposed for discussion regarding various criteria when we evaluate applications. This is in response to some things we seen with a recent application that might be worth changing for future applications.

**FINANCIAL/BUDGET IMPACT:**
Adding the fee language provides clear direction to whomever is applying what their costs for the application will be. Further, the policy manual itself is crucial in evaluating the financial impact of projects requesting financial assistance from our TIDs.

**VILLAGE PLAN REFERENCE:**
None.

**ORDINANCE REFERENCE:**
None.

**BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:**
Recommended for discussion and action as might be appropriate in order to make a recommendation to the Village Board.

**ATTACHMENTS:**

1. McFarland_TIF Incentives Policy Manual and Application_11132017_rev_02272019

**TAX INCREMENT FINANCING**
**DEVELOPMENT INCENTIVES**
**POLICY MANUAL**

### 1. PURPOSE

The attached policies, and associated application, have been adopted by the Village of McFarland for the purpose of guiding decisions related to requests for development incentives within Village tax increment financing (TIF) districts.

### 2. DISCLAIMER

The authority to make decisions regarding the use of TIF funds is vested solely in the Village Board of the Village of McFarland. This policy manual and associated application have been prepared by the Village to provide both Village Officials and applicants a consistent process and set of criteria for reviewing requests for TIF assistance. The actual amount of TIF assistance provided to a project will be determined at the discretion of the Village Board on the basis of need, risk, project characteristics, applicant qualifications and the degree to which the project meets the public objectives of the Village described in Section 3 General Objectives and Section 6 Evaluation Criteria. The Village Board reserves the right to amend or adjust these policies, and recommend any project the Village Board deems to be in the best interests of the Village of McFarland.

The Village Board also reserves the right to reject any and all applications, even those which satisfy all of the attached criteria for the use of TIF for any reason whatsoever, without regard for the viability of the project. The Village will provide the applicant with reasons for rejecting the application. Examples why a project may be rejected include but are not limited to: the Village's own capacity to fund the project, the scale of the project is too small, the project results in minimal public benefits, failure to meet one or more evaluation criteria, other existing Village, County or State funding programs are available for the proposed project, the project results in a tax exempt property, etc.

### 3. GENERAL OBJECTIVES FOR THE USE OF TAX INCREMENT FINANCING – DEVELOPMENT INCENTIVES

The overall objective of the program is to stimulate redevelopment of commercial, industrial, multi-family (4+ units) residential, and mixed-use properties within the boundaries of Village TIF districts. While TIF is an important and useful economic development tool, it is essential that it be used appropriately to accomplish the Village's economic development goals and objectives. A fundamental principle of tax increment financing is that it is designed to encourage development that would not otherwise occur, or would only occur to a lesser extent, "but for" the assistance provided through tax increment financing. It is the policy of the Village Board to consider the judicious use of TIF incentives for those projects that demonstrate a substantial and significant public benefit by:

- ✓ Eliminating blight, unhealthy, or unsafe conditions
- ✓ Strengthening the employment and economic base of the Village
- ✓ Increasing property values and tax revenues
- ✓ Fostering rehabilitation and conservation activities
- ✓ Installing, constructing, or reconstructing community amenities or utilities
- ✓ Implementing plans and development strategies adopted by the Village
- ✓ Implementing high-quality site and building designs and materials

### 4. ELIGIBLE COSTS

Allowable uses of TIF development incentives include, but are not limited to:

- ✓ Land acquisition and surveying
- ✓ Construction costs of new building and utility improvements (interior or exterior)
- ✓ Environmental audits or remediation
- ✓ Demolition of buildings and site grading to bring sites to shovel ready status
- ✓ Rehabilitation of existing structures and utilities (interior or exterior)
- ✓ Site improvements (parking, landscaping, lighting, stormwater, signage, etc.)
- ✓ Planning, legal, engineering, architectural, financing, permit costs and reasonable developer fees

## 5. METHODS OF FINANCING & PROJECT COMPLETION ASSURANCES

Applications for TIF assistance require the applicant to indicate the type of financing method they are requesting from the Village from the list of options below. The list is ordered sequentially based on the Village's preferred methods of providing TIF assistance. Applicants seeking more advantageous financing terms (e.g. Tax Increment Loan at Project Start) should be aware that the Village reserves the right to both specify which form of financing the Village will offer based on the merits of the project AND to lower the amount of TIF assistance (i.e. as the Village incurs more risk the Village reserves the right to reduce the amount of assistance below the amount requested). The Village may also consider the use of a combination of financing methods.

- Pay-As-You-Go (Developer Financed Loan): Under a pay-as-you-go incentive the applicant finances the upfront costs related to the construction project and the Village agrees to make an annual payment back to the applicant starting with the first year the Village receives taxes from the improved property (i.e. two years after project completion). The terms of the annual payment are subject to the development agreement negotiated and signed by both parties. The terms are typically represented as a percentage of the annual tax increment collected over a set period of years (e.g. 90% of the actual tax increment collect over 10 years or until the total requested financing amount has been reached).

- Traditional Loan. The Village may provide financing in the form of a loan at project start (e.g. after completion of the development agreement and within 60 days of receiving all necessary building permits). The terms of the loan (i.e. interest rate, amortization schedule, collateral) will be negotiated as part of the development agreement. The Village may also consider the use of no-interest loans or loans with forgivable payments (e.g. waiving a final payment) to provide an additional incentive to the applicant based on the merits of the proposed project. The use of future tax increments generated from the project to pay back the loan from the Village is not applicable. Examples of this type of financing are usually part of a community façade improvement revolving loan program.

- Tax Increment Loan at Occupancy. The Village may provide financing in the form of a loan at occupancy. Under this form of financing the Village provides a cash payment at the time (e.g. within 60 days) the proposed applicant completes the project (i.e. receives a building occupancy permit from the Village). The Village reserves the right to withhold a percentage of the TIF assistance until all landscaping has been installed on the property in accordance with approved site plans. The loan is paid back through future tax increments generated from the project.

- Tax Increment Loan at Project Start. The Village may provide financing in the form of a loan at the start of a project. Under this form of financing the Village provides a cash payment at the time the project starts (e.g. after completion of the development agreement and within 60 days of receiving all necessary building permits). The Village reserves the right to stagger payments to the applicant from the time of obtaining building permits to the time of receiving a building occupancy permit based on meeting predetermined construction milestones. The Village reserves the right to withhold a percentage of the TIF assistance until all landscaping has been installed on the property in accordance with approved site plans. The loan is paid back through future tax increments generated from the project.

Applicants are advised that the Village will require certain financial and project completion guarantees. These may include, but are not limited to, assessment guarantees, letters of credit, personal or corporate guarantees, minimum payment agreements, lien waivers for contractors, consent of mortgagee or other loan security instruments. In addition, the Village reserves the right to require an applicant to provide copies of paid invoices demonstrating actual costs incurred and to adjust accordingly any assistance provided by the Village in proportion to the ratio of estimated to actual project costs. **All terms and obligations of the Village and the applicant shall be finalized through the execution of a development agreement**.

## 6. EVALUATION CRITERIA – DEVELOPMENT INCENTIVE QUALIFICATIONS

The following criteria and qualifications will be used by the Village to evaluate requests for development incentives. All terms and obligations of the Village and the applicant shall be finalized through the execution of a development agreement.

- ☐ Location Criteria: The proposed project must be within the boundaries of a Village TIF district at the time of approval of a development agreement.
- ☐ Ownership Criteria: The applicant must be the owner of the property or have a written agreed option to purchase the property from the current owner at the time of approval of a development agreement. Proof of property ownership will be required prior to receiving financial assistance from the Village.
- ☐ "But For" Criteria: The applicant must demonstrate to the Village's satisfaction that "but for" the TIF assistance, the project is not feasible on the proposed site, or would occur to a lesser extent, and that the public benefits described in Section 3 General Objectives would not be achieved.
- ☐ Financial Capability Criteria: Each TIF application must include evidence that the applicant possesses the financial ability to complete and operate the project and will be liable for, or contribute equity of at least 15% of the total cost of the project. Proof of equity and private commercial lending commitment will be required prior to receiving financial assistance from the Village.
- ☐ Maximum Assistance Criteria[1]: The total amount of TIF assistance in support of a project may not exceed 30% of the estimated total project costs. The Village at its discretion may include in the total percentage of project costs other costs incurred by the Village in support of bringing the subject property to shovel ready status (e.g. prior land acquisition costs, environmental remediation costs, public works costs, etc.).
- ☐ Payback Period Criteria[1]: All requests for TIF assistance will be required to demonstrate that the tax increment estimated to be generated by the project will be sufficient to payback any TIF assistance provided by the Village (including applicable interest expenses) in support of the project according to the following terms:
  - ☐ For Pay-As-You-Go (Developer Financed) Agreements. Payments to the Developer shall commence with the first year in which the Village receives tax increment from the completed project and continue no longer then the year in which the applicable TID ~~Expenditure Period ends for the TID the subject property lies within~~terminates, or until the maximum amount of assistance is reached, whichever comes first. In addition, the annual amount of tax increment applied toward retirement of the developer loan shall not exceed 90% of the actual annual amount of tax increment collected from the project, unless a higher percentage is granted by the Village Board.
  - ☐ For Traditional Loan agreements. Within 12 years starting with the year the loan is obtained and no longer then the year in which the applicable TID ~~Expenditure Period ends for the TID the subject property lies within~~terminates. Interest shall be charged based on current general obligation loan interest rates from the Wisconsin Board of Commissioners of Public Lands, for the applicable loan term, at the time of Village disbursement of funds, plus 0.15%.
  - ☐ For Tax Increment Loan at Occupancy agreements. Within 12 years starting with the year the loan is obtained and no longer then the year in which the applicable TID ~~Expenditure Period ends for the TID the subject property lies within~~terminates.
  - ☐ For Tax Increment Loan at Project Start agreements. Within 7 years starting with the year the loan is obtained and no longer then the year in which the applicable TID Expenditure Period ends ~~for the TID the subject property lies within~~.

**Commented [AB1]:** The Village may want to consider a revision to this section that would tier the maximum amount of assistance based on the level of risk similar to how the Payback Period Criteria is tiered. A suggestion:

30% for Pay-Go
20% for Traditional Loans and Loans at Occupancy
10% for Loans at Project Start

**Commented [AB2]:** Since this form of financing is the highest risk to the Village the Village may want to keep the policy that the payback has to occur prior to the expenditure period terminating. It would provide another deterrent to requesting upfront TID funds.

[1] At the Village's discretion, the maximum amount of assistance and/or the payback period criteria may be modified for projects that demonstrate substantial merit (e.g. completion of LEED Certified Buildings, projects which lead to at least 50% of all jobs created with annual salaries (not including benefits) at or exceeding the median household income for the Village as reported by the U.S. Census, etc.).

- ☐ Financial/Project Assurances Criteria: The applicant must agree to provide financial and project completion guarantees to the Village. These may include, but are not limited to, assessment guarantees, letters of credit, personal or corporate guarantees, minimum payment agreements, lien waivers for contractors, consent of mortgagee or other loan security instrument.

- ☐ Technical & Operational Capability Criteria: The applicant must provide evidence satisfactory to the Village that the applicant possesses the technical ability to complete the project or has obtained construction cost estimates from professional businesses capable of performing the work. Applicants must demonstrate that they have the ability to operate the proposed use. The Village may require applicants to submit copies of contracts with design professionals and construction contractor prior to receiving financial assistance from the Village.

- ☐ Insurance Criteria: Applicants shall furnish to the Village certificates of insurance for all insurance policies required under the development agreement prior to receiving financial assistance from the Village.

- ☐ Adherence to Local Land Use Plans Criteria: The project is consistent with the Village of McFarland Comprehensive Land Use Plan, Village Building or Zoning Ordinances, or any other applicable plans and ordinances adopted by the Village which includes the subject property.

- ☐ Adherence to TIF Project Plan Criteria: All requests for TIF assistance must clearly comply with the requirements of the Wisconsin TIF Statutes and the Village's adopted TID Project Plan applicable to the subject property.

- ☐ Creation of Tax Increment Criteria: The project will not result in a tax exempt property, aside from any remnant portions of a parcel which are specifically dedicated to the Village for public use. Applicants will be required to return any TIF assistance provided to the Village if during the terms of the development agreement the property becomes exempt from property taxes.

- ☐ Applicant in Good Standing Criteria: The applicant does not have a history of delinquent property tax payments or own any property within the Village with known zoning or building code violations.

- ☐ Absence of Conflict of Interest Criteria: The applicant is not a member of the Village Board or a Village Committee, or any other official, employee, or agent of the Village who is authorized to exercise policy decision-making functions or responsibilities in connection with the application.

- ☐ Application Criteria: A completed application, fee, and escrow have been filed with the Village Community Development Director.

## 7. APPLICATION PROCEDURE

Applications submitted for TIF assistance shall be reviewed through the following process:

- ☐ Initial Consultation. Applicants are encouraged to meet with the Village Administrator and Community Development Director to discuss proposed TIF assistance requests and conceptual development plans prior to submitting an application.

- ☐ Plan Commission Referral. Applicants may be referred to the Village's Plan Commission to discuss the proposed project in order to gain better insight on how to design the project to meet the Village's planning objectives and applicable zoning requirements. *Note, it is not the intent of the Plan Commission to make recommendations regarding the financing requested, only design aspects of projects.*

- ☐ Application. Application materials, including the required fee and escrow shall be submitted to the Village Community Development Director who will notify the appropriate Village Staff, Village Attorney or any other professional who provides services to the Village whom are directed by the Village Community Development Director to review the application.

- ☐ Fees and Escrow Deposit. A processing fee in the amount of $250 per application ~~specified under Appendix A of the Village's Municipal Code of Ordinances~~ must be submitted with the application. In addition, the applicant will be required to submit an initial escrow deposit in the amount of $2,500 per application, with addition $2,500 increment payments as needed, to reimburse~~as specified under Appendix A of the Village's Municipal Code of Ordinances for any~~ fees for professional services incurred by the Village related to the review of the application or development agreement.

- ☐ Preliminary Determination of Completeness. The Village Community Development Director, and other designated staff, will review the application for completeness and applicability. If the application is incomplete or if additional information is needed the applicant will be notified that the application is not complete, and the reasons will be stated referring to the specific additional information required. The applicant may then resubmit the application with additional information/modifications or may withdraw the application.

- ☐ Project Management Team Review. The Village's Project Management Team (PMT) will review the application for eligibility and complete a pro forma analysis of the project. In order to better understand the needs of the project, the applicant or staff may request a meeting(s). Review time will be approximately 30 days from the date the completed application is submitted to the Village; however, more or less time may be required for particular applications. Upon completion of staff review, the application and a supplemental staff report will be submitted to the Village's Community Development Authority.

- ☐ Community Development Authority Recommendation. Within 30 days of receiving the staff report the TIF application shall be reviewed by the Village Community Development Authority (CDA), unless a delay is requested by the applicant. The applicant will be notified of the date of the meeting(s)[2] in which the application is reviewed. Applicants will be required to be present at the CDA meeting to answer questions regarding the proposed project. The CDA will make a recommendation to the Village Board to approve, approve with conditions, deny the application, or table the application pending further discussion or information by the applicant.

- ☐ Village Board Preliminary Approval. The application will be reviewed by the Village Board at its next scheduled meeting following action by the CDA. The applicant will be notified of the date of Village Board meeting(s)[2] in which the application is reviewed. Applicants will be required to be present at the Village Board meeting to answer questions regarding the proposed project. The Village Board at their discretion may refer the matter to another Village committee for recommendation or may hold a public hearing. The Village Board may approve, approve with conditions, deny the application, or table the application pending further discussion or information by the applicant. *Note, at this stage in the process the Village Board may make a determination as to whether to provide TIF assistance, a maximum amount of assistance, the form of incentives, and required assurances. These decision points will provide parameters for Village Staff and the applicant to negotiate a draft Development Agreement for future consideration by the Village Board*.

- ☐ Draft Development Agreement. Upon preliminary approval of the TIF Application by the Village Board, Village Staff shall create a draft Development Agreement based on the direction provided by Village Board. The draft Development Agreement will be reviewed with the applicant. The Development Agreement will describe the obligations of both the Village and the applicant, and the terms and conditions of TIF assistance.

- ☐ Village Board Final Approval. The Development Agreement will be reviewed by the Village Board. The applicant will be notified of the date of Village Board meeting(s)[2] in which the Development Agreement is reviewed. Applicants will be required to be present at the Village Board meeting to answer questions regarding the proposed Development Agreement. The Village Board may approve, approve with conditions, deny the Development Agreement, or table action pending further discussion or information by the applicant. *Note, the*

[2] The CDA and/or Village Board may meet in closed session, pursuant to Wisconsin statutes, to deliberate or negotiate the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session, specifically to discuss the TIF application or Development Agreement.

*applicant shall also be responsible for submitting other documentation in order to gain required zoning or building permit approvals.*

- ☐ Expiration. Approved TIF applications shall become void if after six months (6) from the date of approval the applicant and Village have not executed the Development Agreement, unless both parties agree to an extension.

**TAX INCREMENT FINANCING**
**DEVELOPMENT INCENTIVES**
**APPLICATION**

Village of McFarland
Wisconsin - United States of America

Application ID: ___________ (Year) - ________ (#) to be completed by Village Community Development Director upon submittal

Please complete and submit the following information to the Village Community Development Director for a more detailed review of the feasibility of your request for Tax Incremental Financing (TIF) Development Incentives. The application is comprised of five sections: (A) Applicant Information, (B) Property Information, (C) Project/Business Information, (D) TIF Request, (E) Budget/Financing Strategy, and (F) Applicant Certification and Acknowledgement. Where there is not enough room for responses provided, please use an attachment. Where questions do not apply, mark NA (not applicable). Applicants are encouraged and may be required to submit additional information such as site plans, environmental studies, market studies, business plans, business or personal financial statements, or financial commitment letters to be included for review and consideration.

## A. APPLICANT INFORMATION

Project Name:

Applicant:

Mailing Address:

Primary Contact: Telephone:

Email: Fax:

Legal Entity: ☐ Individual(s) ☐ Joint Tenants ☐ Tenants in Common

☐ Corporation ☐ LLC ☐ Partnership ☐ Other: ____________________

If not a Wisconsin corporation/partnership/LLC, state where organized: ___________________________________

Will new entity be created for ownership? ☐ No ☐ Yes

Is any owner, member, stockholder, partner, officer or director of any previously identified entities, or any member of the immediate family of any such person, an employee or elected official of the Village of McFarland?

☐ No ☐ Yes, If yes, give the name and relationship of the employee: ___________________________________

Provide the names of consultants (e.g. attorneys, engineers, planners, architects, contractors, etc.) authorized to act on behalf of the applicant.

| Name | Title/Company | Email | Phone # |
|---|---|---|---|
| | | | |
| | | | |
| | | | |

## B. PROPERTY INFORMATION

Parcel(s) Address: ______________________________________________________________________

Parcel(s) Tax Number: ____________________________________________________________________

As the Applicant, are you the current owner of this parcel(s)? ☐ No ☐ Yes

If no, current owner is: ____________________________________________________________________

If no, do you have an agreed upon option to purchase the property? ☐ No ☐ Yes (provide

documentation and note the expiration date here: ______________________________________________

Total Lot Size: ____________________square feet

Parcel Contains Existing Buildings? ☐ No ☐ Yes

If yes, indicate Total Building Size_____________________sq.ft.

Most recent property assessment (PA):

$________________ Land $ ________________ Improvements $ ________________ Total

Existing Uses: ________________________________________

Existing Zoning: ______________________________________

Existing Uses, Adjacent Parcels: _______________N ______________S _______________E _______________W

Existing Zoning, Adjacent Parcels: _______________N _______________S _______________E _______________W

Will a zoning change be requested? ☐ No ☐ Yes

If yes, indicate new zoning ________________________________________________________________

Identify other approvals, permits, or licenses your project may need (e.g. County, State or Federal permits).

Existing Mortgage Holder: ___________________________________________________________

Contact Person & Phone Number: _______________________________________________________

Does the property have any existing tax delinquencies, zoning or building violations? ☐ No ☐ Yes

If yes, explain: ____________________________________________________________________

## C. PROJECT/BUSINESS INFORMATION

The proposed project is: ☐ An Improvement to Existing Business ☐ A New Business(s)

☐ Business Relocation ☐ Residential Development ☐ Other

Project Description. Include any plans or illustrations prepared for the project, if available. At a minimum, a concept plan shall be submitted with the application.

Will the project incorporate any "sustainability" or "green design" concepts? Describe.

Current annual revenue: $_________________ Estimated annual revenue: $________________

Current annual expenses: $_________________ Estimated annual expenses: $________________

Business Plan and/or Marketing Plan attached? ☐ No ☐ Yes

Balance Sheets and Profit and Loss Statements for the past two years attached? ☐ No ☐ Yes

Describe the project schedule.

Final Plan/Specification Preparation Date: _____________________________

Preliminary Construction Start Date: _________________________________

Preliminary Construction Completion Date: ____________________________

Date Occupied or Opened: _________________________________________

Number of principal buildings and estimated square footage: ____________________________________________

Estimated equalized assessed valuation after project completion (EAV)

$ ____________ Land $ ____________ Improvements $ _____________ Total

Estimate the incremental property taxes to be generated by the project (attach any independent appraisals).

Pre-improvements: $ _______________ PA x _________ Mill Rate = $ ______________ Total (A)

Post-improvements: $ _______________ PA x _________ Mill Rate = $ ______________ Total (B)

Additional increment (B-A) = $_______________________________

Will the proposed project result in the relocation of economic activity/businesses from another location within the Village? ☐ No ☐ Yes

If yes, discuss the nature of any anticipated relocations and the impact the relocation would have on the neighborhood where such activity is currently located.

Will the proposed project result in the relocation of economic activity from an adjacent community?
☐ No ☐ Yes

If yes, discuss the nature of any anticipated relocations and the impact the relocation would have on the community where such activity is currently located.

Identify any proposed tenants of the project. Have leases been negotiated or signed? ☐ No ☐ Yes

Who will own and operate the developed property? ____________________________________________________

Do similar businesses/uses already exist in McFarland?

☐ No ☐ Yes, If yes, indicate ______________________________________________________________________

Describe any differences in your proposed business/uses to existing businesses/uses

Current and Created Jobs by Annual Wage Range (Full Time ≥ 30 hrs/week).

$0-$19,000

______Full Time (current) ______Part Time (current) ______FT (created) ______PT (created)

$20,000-$39,000

______Full Time (current) ______Part Time (current) ______FT (created) ______PT (created)

$40,000-$59,000

______Full Time (current) ______Part Time (current) ______FT (created) ______PT (created)

$60,000+

______Full Time (current) ______Part Time (current) ______FT (created) ______PT (created)

Average per hour wage rate of all employees (not including benefits) $______________________

Approximately what percentage of employees do you expect will be hired from the McFarland area (i.e. 53558 zip code)___________.

Will the proposed business offer its employees a benefit package including health care and retirement benefits?
☐ No ☐ Yes

Discuss neighborhood impact/support for the project. Has the applicant discussed the project with neighboring property owners? ☐ No ☐ Yes

Discuss any history of community involvement by the applicant or business within the Village.

Has any portion of the project already been started or completed? ☐ No ☐ Yes

If yes, describe the portions of the project completed, the work remaining, and why public financing is necessary to complete the project.

## D. TIF REQUEST

State the total amount of TIF assistance being requested: $______________________________________________

State the form of incentives requested:

☐ Developer Loan (pay-as-you-go) ☐ Traditional Loan ☐ Tax Increment Loan at Occupancy

☐ Tax Increment Loan at Project Start ☐ Other __________________________________________________

State the need and justification for TIF assistance. Explain how the applicant intends to demonstrate compliance with the "but for" test. Substantiate that other alternative methods of financing have been thoroughly explored.

Check which box(s) best describe the use of TIF funds:

☐ Land Acquisition/Survey ☐ Environmental Audits ☐ Site Grading

☐ Demolition/Remediation ☐ New Construction ☐ Rehabilitation/Expansion

☐ Utility Improvements ☐ Parking/Access ☐ Landscaping

☐ Recreation/Conservation ☐ Professional Services ☐ Financing Costs

☐ Other __________________________________________________________________

## E. PROJECT BUDGET AND FINANCIAL STRATEGY

| Project Costs | Amount ($) | Source(s) of Financing |
|---|---|---|
| Property Acquisition | | |
| Environmental testing/remediation | | |
| Demolition | | |
| Construction of new building(s) | | |
| Site Improvements | | |
| Renovation of existing structures | | |
| Cost of installation of machinery/equipment | | |
| Architectural/Engineering fees | | |
| Legal & other professional fees | | |
| Permit fees | | |
| Financing fees | | |
| Developer fees | | |
| Other (please specify) | | |
| **Total Project Costs** | | |

Budget source: ☐ Developer ☐ Arch/Eng ☐ Contractor ☐ Other ______________________________

| Sources of Financing | Amount ($) | Percent of Total Costs |
|---|---|---|
| TIF | | % |
| Equity | | % |
| Loans | | % |
| Grants | | % |
| Other (please specify) | | % |
| **Total Project Costs** | | **100.0 %** |

Lender for Project if in addition to the Village: ____________________________________________________________

Officer__________________________________Phone_________________Email________________________________

Preapproved: ☐ No ☐ Yes, attach a Letter of Commitment from the Lender indicating that the applicant has sufficient financial resources to obtain the private financing for the project.

Grant Sources: ______________________________________ Grant Amount: ________________________________

Grant Officer:_____________________________Phone_________________Email________________________________

Application Status: __________________________________________________________________________________

Date of Grant Announcement: ___________________________________

## F. APPLICANT CERTIFICATION AND ACKNOWLEDGEMENT

I acknowledge being informed that the Village of McFarland (Village) will, upon request by a member of the public or in the course of reporting its activities to the public, disclose the names of individuals requesting Tax Incremental Financing (TIF), the amount of TIF requested, state/federal programs used, if any, and the development impact of the TIF requested (e.g. jobs created, tax base impact and total project investment). I have been assured by the Village, and I understand, that other financial information provided by me in connection with this application or with assistance from the Village, if any is given (including, but not necessarily limited to business and personal financial statements, business operating statements, data on historical and projected future sales or other aspects of business performance, and business plans) will, to the extent permissible by law, and except for use in collection proceedings, if any, be treated as confidential. This will confirm that I have relied upon such assurance by the Village in providing financial information to the Village, and that, but for such assurances, such information would not be provided.

I certify that the information contained in this application is, to the best of my knowledge, true and correct. I agree to notify the Village, in writing, of any changes that materially affect the accuracy of this statement. I authorize the Village or its agents to verify the information provided in this application and to obtain additional information concerning the applicant(s) financial condition.

I certify through signing the TIF application that the final form and amount of financing the Village offers may differ from that requested. The form and amount of financing shall be finalized through the execution of a development agreement.

I certify that financial, insurance, and project assurances will be required as part of the final development agreement to be negotiated with the Village upon preliminary approval of this application. These may include, but are not limited to, assessment guarantees, letters of credit, personal or corporate guarantees, minimum payment agreements, lien waivers for contractors, consent of mortgagee or other loan security instrument. All terms and obligations of the Village and the applicant shall be finalized through the execution of a development agreement.

I certify, by signing and submitting this application, that additional costs, above the amount of the application fee, incurred by the Village for outside professional review or expertise of this application, and any development agreement resulting from this application, will be the responsibility of the applicant. I further certify, that denial of the application or failure to reach agreement with the Village on a development agreement shall not entitle the applicant to a refund of the application fee or any amounts of the escrow used in the review of the application.

Applicant _________________________________________ Title __________________________

Signature _________________________________________ Date __________________________

Return To:

Village of McFarland
Attn: Village Community Development Director
5915 Milwaukee Street
McFarland, WI 53558
P: 608-838-3153

**VILLAGE BOARD SUMMARY SHEET**

**MEETING DATE:** **Wednesday, April 3, 2019**

**SECTION:** **Business**

**DEPARTMENT:** **Administration**

**CONTACT:** **Matt Schuenke, Village Administrator**

**AGENDA ITEM:** **Discussion and action to make a recommendation to the Village Board regarding the job description and approval to fill the vacancy for the Community Development Director position within the Community Development Department.**

**PREVIOUS ACTION:**
The Committee of the Whole has reviewed this description at its meetings on March 11th and 25th.

The Personnel Committee considered the description at its meeting on April 1st.

**ISSUE SUMMARY:**
Enclosed within your packet is an updated version to the Community Development Director position description based on comments provided from the Committee of the Whole. This Committee reviewed the description to initiate the base changes it desired for the position so that they could be considered as part of the general review for the position. The changes enclosed are meant to address areas of emphasis for position going forward. This description was also reviewed by the Personnel Committee on April 1st prior to the Village Board taking final action on April 8th.

**FINANCIAL/BUDGET IMPACT:**
The present grade for the position is Grade 20 which currently has a range of $73,237 to $95,118 with a market rate of $84,178.

**VILLAGE PLAN REFERENCE:**
None.

**ORDINANCE REFERENCE:**
None.

**BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:**
It is recommended that the CDA conduct its review of the description as presented and make a recommendation to the Village Board.

**ATTACHMENTS:**

1. 03.20.2019 - Community Development Director mgs

# Community and Economic Development Director

## POSITION DESCRIPTION

**Position Title:** Community and Economic Development Director **FLSA:** Exempt
**Department:** Community Development **Represented:** No
**Reports to:** Village Administrator **Employment Status:** Full-Time

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## POSITION SUMMARY

**Distinguishing Characteristics of the Class**
This department head position is responsible for directing and administering the activities of the Community Development Department, including land use planning, zoning, plan review, inspections, code enforcement, sustainability, and economic development functions. The work involves: planning and coordinating the programs and services of the department; selecting, training, and supervising departmental employees; formulating departmental goals and short/long range plans; preparing and administering the departmental budget; and establishing standard operating policies and procedures for the department.

**Supervision Received**
Performs under general policy direction from the Village Board and assigned Committees, and administrative direction from the Administrator, but exercises considerable independent judgment in determining program and work priorities and the technical/operational objectives and practices of the department.

**Supervision Exercised**
Provides direct supervision to the Building Inspector, Community Development Clerk III, and Property Maintenance Enforcement Inspector. Also serves as the liaison to contracted Village consultants as assigned.

## DESCRIPTION OF WORK

**Essential Duties and Responsibilities**

- Manages and supervises Community Development operations to achieve goals within available resources; plans and organizes workloads and staff assignments; trains, motivates and evaluates assigned staff; reviews progress and directs changes as needed to improve efficiency and effectiveness of operations.
- Serves as Zoning Administrator and Floodplain Zoning Administrator assisting property owners, business owners, builders, architects, and engineers regarding Zoning Code and Comprehensive Plan application and interpretation.
- Provides professional planning, development advice, meeting management, and staff support to elected and appointed officials; makes private and public presentations to boards, commissions, committees, civic groups and the general public.
- Facilitates and oversees Village sustainability efforts by working with the Village Board, Public, and Staff.

- Serves as a liaison to the business community and other commercial interests as a means to coordinate economic development activities.

- Coordinates site plan review of current development and consistency with long range planning documents.

- Researches, evaluates, and recommends healthy community initiatives that enhance Community livability and general welfare.

- Responds to local citizens inquiring about community development, planning and zoning regulations and ordinances; resolves complex and sensitive customer service issues.

- Oversees the enforcement of a variety of codes, including the Uniform Dwelling Code and pertinent mechanical codes, plumbing codes, electrical codes, housing codes, and local codes such as sprinkling, nuisance, clearing, grading, filling, and zoning, etc. Issues correction notices and citations.

- Oversees the permit issuance functions of the department, including application, fee determination and collection, plan review, inspections, and occupancy.

- Ensures the maintenance of accurate and complete records of department activities and of records relating to licenses, permits, maps, blueprints, overlays, and sketches pertinent to urban planning and development programs and projects.

- Provides leadership and direction in the development of short and long range plans and projects; gathers, interprets, and prepares data for studies, reports and recommendations; coordinates department activities with other departments and agencies as needed.

- Supervises the development and implementation of growth management, land use, economic development, housing, historic preservation, sustainability, or other plans and codes to meet the Village's needs and any intergovernmental agreements or requirements.

- Supervises the evaluation of land use proposals for conformity to established plans and ordinances; evaluates the impact of development proposals as they relate to the adopted plans of the Village and makes recommendations. Oversees the application of the land division code for applications as needed.

- Attends professional development workshops and conferences to keep abreast of trends and developments in the field of municipal planning, zoning, economic development, and sustainability.

- Monitors intergovernmental decisions and legislation affecting department operations and takes appropriate action.

- Prepares and administers annual operating budget. Assures that assigned areas of responsibility are performed within budget; performs cost control activities; monitors revenues and expenditures in assigned area to assure sound fiscal control; assures effective and efficient use of budgeted funds, personnel, materials, facilities, and time.
- Identifies, reviews, and presents grant opportunities to the Village Board, Committees, and

Administrator as appropriate to support operating and capital needs of the Department.

- Performs other related duties as required.

**Equipment Used**
Personal computer/printer and various software applications including GIS mapping, motor vehicle, calculator, telephone, copier, fax machine, audio-visual equipment.

**Work Environment and Working Conditions**
Works in normal office setting with moderate noise levels. Occasional outdoor work may be required under controlled field conditions. Hours beyond the normal work week required; attendance at evening meetings required.

## TECHNICAL REQUIREMENTS

**Knowledge of**

- Principles and practices of zoning administration and of local zoning regulations.
- The process of formulating, adopting, and implementing comprehensive project plans.
- Planning programs and processes.
- Economic development techniques, including structuring of financial incentives and development agreements including but not limited to those incentives allowed under Tax Increment Financing law.
- The standards by which the efficiency, effectiveness, and quality of department services and the performance of employees can be evaluated.
- Federal and State grant programs for environmental remediation and development incentives.
- Data processing and GIS applications and basic computer skills.
- Applicable federal and state laws, regulatory codes, and municipal ordinances and the ability to interpret and apply them in different situations.
- Supervisory principles and practices.

**Ability to**

- ➢ Plan, organize, direct, and evaluate the work of employees supervised.
- ➢ Establish and enforce standard departmental policies and procedures.
- ➢ Determine proper priorities and to set and accomplish departmental objectives.
- ➢ Maintain necessary records and to prepare and analyze technical reports and data.
- ➢ Interpret and apply complex regulations.
- ➢ Communicate effectively in oral and written form.
- ➢ Train and educate staff and committee members on policy, ordinance, and/or State law

related to community development.

- Interpret and implement policy and procedural direction . .
- Establish and maintain effective working relationships with the Village Board, administrator, other department heads, employees, other governmental agencies, and the general public.
- Represent the department and the Village in meetings, public presentations, and before the media.
- Work independently and as part of a team to facilitate Department service responsibilities.
- Establish effective working relationships with co-workers and other contacts.
- Maintain excellent relations with the public.
- Maintain a valid Wisconsin driver's license.

## GENERAL COMPETENCIES

While performing the duties of this job, the employee is required to accomplish all of the tasks routinely associated with the performance of office type functions. In addition, the employee must be able to satisfy the following competency requirements.

- ANALYTICAL SKILLS: Identify problems and opportunities; review possible alternative courses of action before selecting one; utilize information resources available when making decisions.
- COMMUNICATION SKILLS: Communicate ideas and information effectively in both written and oral form.
- PROBLEM-SOLVING SKILLS: Develop feasible, realistic solutions to problems; recommend actions designed to prevent problems from occurring; refer problems to supervisor when necessary.
- ORGANIZATIONAL SKILLS: Establish systematic methods of accomplishing goals.
- READING ABILITY: Effectively read and understand information contained in memoranda, reports, ordinances, codes, regulations, technical manuals, bulletins.
- TECHNICAL COMPREHENSION: Ability to learn, adopt, and apply new technology, computer systems and software programs.
- ABILITY TO COMPREHEND AND FOLLOW INSTRUCTIONS: Effectively follow verbal or written instructions from supervisor.
- MATHEMATICAL ABILITY: Calculate basic arithmetic problems (addition, subtraction, multiplication, division) without aid of a calculator.
- TIME MANAGEMENT SKILLS: Set priorities in order to meet assignment deadlines.

## REQUIRED MINIMUM QUALIFICATIONS

A B.A. degree in land use municipal planning, public administration, urban planning, or closely related field is required. A M.A. degree or an American Institute of Certified Planners (AICP) certification is preferred. A minimum of three (3) years progressively responsible experience in any of the following: municipal planning, land use, and economic development services. Any combination of education and experience which in the sole discretion of the Village would demonstrate the Employee's ability to meet the required knowledge, sills, and abilities for the position may also be considered. Must possess or be able to obtain a valid Wisconsin driver's license.

## NOTES

1. The job duties listed herein are intended only as illustrations of the types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

2. The work environment characteristics and physical demands described herein are representative of those that the employee encounters or must meet while performing the essential functions of this job. In compliance with the Americans with Disabilities Act, the Village will provide reasonable accommodations to qualified individuals with disabilities. The Village is an Equal Opportunity Employer.

3. The job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer as the needs of the employer and requirements of the job change. The Village retains and reserves any and all rights to change, modify, amend, add to, or delete from any section of this position description.

I hereby acknowledge that I have received a copy of and do understand the requirements of this position description with the Village of McFarland.

Dated this ____ day of ______________________ , 20___.

______________________________ ______________________________

Employee Signature Department Head Signature

Created: May 1, 2000

Amended: March 2, 2006
May 1, 2014