VILLAGE OF MCFARLAND *NOTICE OF PUBLIC MEETING*

COMMUNITY DEVELOPMENT AUTHORITY

Wednesday, May 1, 2019 **7:00 PM** **McFarland Municipal Center**
Conference Room A

AGENDA

1. CALL TO ORDER

2. PUBLIC APPEARANCES.

3. APPROVAL OF MINUTES.
   a. Discussion and action regarding the minutes of the meeting held April 3, 2019.

4. BUSINESS.
   a. Discussion and action in order to convene in Closed Session in accordance with Wis. Stats. 19.85(1)(e) to deliberate or negotiate the investment of public funds or other specified public business whenever competitive or bargaining reasons require a closed session, specifically for the consideration of an Agreement to Undertake Development by and between the Village of McFarland and Ezra Properties, LLC (Ryan Quam) located at 4703 Terminal Drive.

   b. Discussion and action to reconvene into Open Session.

   c. Discussion and action to make a recommendation to the Village Board regarding an Agreement to Undertake Development by and between the Village of McFarland and Ezra Properties, LLC (Ryan Quam) located at 4703 Terminal Drive.

5. SCHEDULE NEXT MEETING DATE.
   a. Wednesday, June 5, 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

April 3, 2019

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

Members Absent: Jerry Dietzel

Staff Present: Matt Schuenke, Pauline Boness
Others Present:

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 the March 6, 2019 Community Development Authority minutes.

Motion by Brassington, seconded by Stolarik to approve the minutes with date revision of March 6, 2019. Motion carried 6-0.

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.

In order to cover staff costs relating to review of TIF loan applications, a fee of $250.00 with an escrow of $2500.00 to be replenished as needed is proposed. Schuenke explained rather than including the fees in Appendix A as it typical, the fees will be identified in the policy manual to avoid having to codify the manual and application form.

Minor text changes involved allowing loan payback up and until the expiration of the TID rather than the end of the expenditure period, which is more restrictive. In addition, a memo from Andrew Bremer of MSA suggested using a tiered approach for maximum allowable

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loan percentages. Pay as you go loans would be 30% of total project cost with 20% for traditional loans and loans at occupancy and 10% for loans at project start.

Motion by Brassington, Seconded by Smith to recommend the revisions as discussed. Motion carried.

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.

Members discussed the need to prioritize the duties of the Director relating to economic development. Schuenke moved the 5th and 8th bullet points under "Description of Work" relating to economic development, to the first and second positions under the same heading.

Brassington moved to recommend to the Village Board the job description as discussed and to fill the vacancy for the Community Development Director position within the Community Development Department. Seconded by Brost. Motion carried.

5. SCHEDULE NEXT MEETING DATE.

Next meeting will be May 1, 2019 at which time staff expects a draft of the development agreement for Ryan Quam's Terminal Drive project will be ready for discussion.

6. ADJOURNMENT.

O'Hearn moved to adjourn, seconded by Bloechel-Anderson. Motion carried. Meeting adjourned at 7:46 p.m.

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COMMUNITY DEVELOPMENT AUTHORITY SUMMARY SHEET

MEETING DATE: **Wednesday, May 1, 2019**

SECTION: **Business**

DEPARTMENT: **Administration**

CONTACT: **Matt Schuenke, Village Administrator**

AGENDA ITEM: **Discussion and action in order to convene in Closed Session in accordance with Wis. Stats. 19.85(1)(e) to deliberate or negotiate the investment of public funds or other specified public business whenever competitive or bargaining reasons require a closed session, specifically for the consideration of an Agreement to Undertake Development by and between the Village of McFarland and Ezra Properties, LLC (Ryan Quam) located at 4703 Terminal Drive.**

PREVIOUS ACTION:

ISSUE SUMMARY:
The Community Development Authority will meet in Closed Session to Agreement to Undertake Development of 4703 Terminal Drive which includes the terms and conditions of approval for the final allocation of Tax Increment Financing. At the conclusion of their work, the CDA will exit Closed Session into Open Session and take action as it feels is appropriate based on their evaluation.

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:
None

COMMUNITY DEVELOPMENT AUTHORITY SUMMARY SHEET

MEETING DATE: **Wednesday, May 1, 2019**

SECTION: **Business**

DEPARTMENT: **Administration**

CONTACT:

AGENDA ITEM: **Discussion and action to reconvene into Open Session.**

PREVIOUS ACTION:

ISSUE SUMMARY:

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:
None

COMMUNITY DEVELOPMENT AUTHORITY SUMMARY SHEET

MEETING DATE: **Wednesday, May 1, 2019**

SECTION: **Business**

DEPARTMENT: **Administration**

CONTACT:

AGENDA ITEM: **Discussion and action to make a recommendation to the Village Board regarding an Agreement to Undertake Development by and between the Village of McFarland and Ezra Properties, LLC (Ryan Quam) located at 4703 Terminal Drive.**

PREVIOUS ACTION:

ISSUE SUMMARY:

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:
None