

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

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.