

Community Development Authority

MINUTES

June 2, 2021

Members Present: Justin Rupert Austen Conrad, Dan Kolk, Toni Stolarik, Stephanie Brassington, Jerry Dietzel

Members Absent: Ken Brost

Staff Present: Andrew Bremer, Stephanie Miller, Karen Knoll

1. CALL TO ORDER

Brassington called the meeting to order at 7:00 pm.

2. NEW MEMBER INTRODUCTOINS

Bremer introduced Kong Thao, a new staff member in the Community Development Department and Justin Rupert who will be the second Trustee serving on the CDA committee.

3. PUBLIC APPEARANCES

None

4. APPROVAL OF MINUTES

- a. Review and possible approval of the May 5, 2021 Community Development Authority minutes.

Brassington moved to approve the May 5, 2021 Community Development Authority minutes. Conrad seconded the motion. Motion carried 6-0.

5. BUSINESS

- a. Discussion regarding a Tax Increment Financing Development Incentives Application from Waubesa Village LLC (Ryan Quam) for 4902 & 4908 Terminal Drive, Waubesa Village Phase 4, Tax Increment District #3.

Bremer reviewed the application received for Phase IV Waubesa Village, a proposed three story, 27-unit garden style apartment building. Quam will be attending the Plan Commission on June 21, 2021 for a public hearing on the rezoning and CSM, with any action to be taken at the July 19, 2021 PC meeting. 4902 Terminal Drive is owned by the Village and Quam has an option to purchase the property located at 4908 Terminal Drive. Bremer reviewed the history of 4902 Terminal Drive and 4908 Terminal Drive with members along with the information and application as included in packets. The

CDA would have the opportunity tonight to provide feedback on the design of the site and building if they so choose. There is a closed session portion of the meeting tonight to discuss the TIF details; prior to that, the meeting is for the presentation and for members to ask questions.

Quam advised he is finishing Phase III at this time, there is still a demand for this type of rental, and he is renting units faster than for previous projects. Quam indicated his plans for the current driveway to Terminal Drive, which is in place for fire department access only, if he moves forward with Phase IV; it would become a permanent driveway for tenant and emergency vehicle access. Quam reviewed the plans as submitted in packets and indicated he has been speaking with staff for the past few years about the possibility of this project. He hopes to have a Phase V building in the future also, which is shown on plans, but is only a possible layout, not part of tonight's submittal.

Quam reviewed the TIF application as submitted in packets, it is for a \$260,000 loan and land donation. Quam also reviewed the "but for TIF" specific project costs, stormwater plans, loan amount and contribution percentages, along with the performa.

Conrad inquired on some of the "but for's" as he feels they are for items where the project could still move forward without these items funded by the TID. Conrad asked for more details on the commercial garage door, dog washing station, MMSD fees. Quam replied he views them as what a developer would be competing with for development opportunities; some of these items are unique to the site.

b. Discussion regarding a Tax Increment Financing Development Incentives Application from 4313 LLC (CTW Flooring) for 4313 Triangle Street, Tax Increment District #3.

Bremer reviewed this item also has a closed session item later in the meeting. This project is for a new warehouse and office building for CTW Flooring who has a business on Triangle Street, and would be relocating their cabinet business from Waunakee to McFarland. They did a pre-application at both the March CDA and Plan Commission meetings. Bremer reviewed upcoming meetings for this project along with all items included in the packet for this application, including one from SunPeak to add solar to the building. The original renderings along with the updated are included in packets showing updates per meetings and suggestions from staff. Bremer reviewed the history of the property, original concept design and reviewed elevation as included in packets with members.

Joe Burkeland Jr. of CTW Flooring and Mark McCall from Bachman Construction presented the project submission reviewing the areas for Burkeland's business along with materials, future tenant space, windows for natural lighting and solar panel locations. Burkeland indicated the original renderings were a rough design for feedback only at the pre-application meeting. Burkeland advised the 5000 sq.ft. area is a future

tenant space or growth space for the business. He reviewed the general floor plan along with an explanation of Wisco Cabinets Company, his business currently located in Waunakee. He will also be relocating business staff from the CTW Flooring location to this property. The business staff will occupy most of the first floor office space, along with the warehousing being on the first floor. The first floor will also have a small showroom. He mainly works with contractors; this is not a retail space. The second floor has a mezzanine and open area for the kitchen designers on his staff.

Quam indicated as this is an infill development there are space constraints, they will demo the current building and there is storm sewer work needing to be done, they are trying to locate as many parking stalls as possible, their goal is to maximize the site. They will not be disturbing the area of the property with the potential soil contamination from the former underground storage tank.

Bremer reviewed the history of the property, the TIF request as included packets, including the evaluation criteria, staff notes, and summary sheet. This would be a tax loan at occupancy. When the building is complete, the funding is provided and then paid back through tax increment generated from the new building, typically looking to recoup within twelve years from when the loan is obtained. Bremer reviewed TID #3 and when the TID closes, along with the use of reserve funds from the TID. Bremer indicated included in packets is a funding alternative of selling the property for \$1.00 and then paying a smaller incentive when the project is completed, along with the solar option for the property.

Conrad indicated when moving into closed session he will be recusing himself on item 6 (a) (3) and leaving the closed session.

6. CLOSED SESSION.

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 purchasing of public properties, the investment of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session including the sale of property and the investment of public funds regarding:

Brassington moved to convene into closed session, Kolk seconded the motion. Motion carried on a roll call vote 6-0 with Conrad indicating he will be recusing himself from the meeting at closed session item 6 (3) Meeting moved into closed session at 7:46 p.m.

- 1) Real Estate Acquisition & Development Agreement with 5411 Basford Street LLC (Dan Chin Homes) for 5411 Bashford Street, Tax Increment District #4.
- 2) Tax Increment Financing Development Incentives Application from Waubesa Village LLC (Ryan Quam) for 4902 & 4908 Terminal Drive, Waubesa Village Phase 4, Tax Increment District #3.

- 3) Tax Increment Financing Development Incentives Application from 4313 LLC (CTW Flooring) for 4313 Triangle Street, Tax Increment District #3.

Let the record show at 8:37 p.m. Conrad recused himself from the meeting and left the ZOOM closed session portion of the meeting.

Brassington moved to reconvene in open session. Rupert seconded the motion. Motion carried 6-0. Meeting reconvened into open session at 8:49 p.m.

7. RECONVENE INTO OPEN SESSION

- a. Discussion and possible action to make a recommendation to the Village Board regarding Resolution 2021-14: A Resolution Authorizing the Village President and Clerk to Execute a Real Estate Acquisition And Development Agreement With 5411 Bashford Street LLC.

Brassington moved to postpone action to make a recommendation to the Village Board regarding Resolution 2021-14: A Resolution Authorizing the Village President and Clerk to Execute a Real Estate Acquisition And Development Agreement With 5411 Bashford Street LLC to the next CDA meeting. Rupert seconded the motion. Motion carried 6-0.

- b. Discussion and possible action to make a recommendation to the Village Board regarding a Tax Increment Financing Development Incentives Application from Waubesa Village LLC (Ryan Quam) for 4902 & 4908 Terminal Drive, Waubesa Village Phase 4, Tax Increment District #3.

Brassington moved to postpone possible action to make a recommendation to the Village Board regarding a Tax Increment Financing Development Incentives Application from Waubesa Village LLC (Ryan Quam) for 4902 & 4908 Terminal Drive, Waubesa Village Phase 4, Tax Increment District #3 until the next CDA meeting to allow staff to discuss with applicant a revised incentive amount to better meet the “but for” clause and 15% equity. Kolk seconded the motion. Motion carried 6-0.

- c. Discussion and possible action to make a recommendation to the Village Board regarding a Tax Increment Financing Development Incentives Application from 4313 LLC (CTW Flooring) for 4313 Triangle Street, Tax Increment District #3.

Brassington moved to approve a recommendation to the Village Board regarding a Tax Increment Financing Development Incentives Application from 4313 LLC (CTW Flooring) for 4313 Triangle Street, Tax Increment District #3. With the incentive to be the sale of the property for \$1.00 and a \$25,000 Tax Increment loan at occupancy for rooftop solar. Rupert seconded the motion. Motion carried 5-0-1 with Conrad abstaining.

- d. Presentation of Community & Economic Development Director monthly report.

Bremer reviewed his Directors report with members as provided in packets.

8. SCHEDULE NEXT MEETING DATE.

a. Wednesday, July 7th, 2021 at 7:00pm.

9. ADJOURNMENT.

Kolk moved to adjourn. Rupert seconded the motion. Motion carried 6-0. Meeting adjourned at 8:59 p.m.