

Community Development Authority

MINUTES

November 8, 2023

Members Present: Stephanie Brassington, Ken Brost, Dan Kolk, Anthony Hennes Kristin Ellis, TJ Jerke (joining at 7:05 p.m.)

Members Absent: Benjamin Tanko

Staff Present: Andrew Bremer, Karen Knoll

1. CALL TO ORDER

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

2. PUBLIC APPEARANCES

None

3. APPROVAL OF MINUTES

- a. Review and possible approval of the Community Development Authority draft minutes from the August 9, 2023, meeting.

Brost moved to approve the August 9, 2023, Community Development Authority minutes. Hennes seconded the motion. Motion carried 5-0.

4. BUSINESS.

- a. Discussion and recommendation to the Village Board regarding updates to the Village's Tax Increment Financing Development Incentives Policy Manual.

Bremer reviewed items which came up at a staff level for the incentive's manual. First is to clarify whether we would allow a lessee of a premises to be eligible for incentives, the manual states the applicant needs to be the owner or have an option to purchase the property. Bremer indicated he has some sample language he would like to discuss tonight with members to see if this is something they want to move forward. Bremer reviewed possible options as included in packets. The second item is to clarify language regarding conflict of interest. What is being proposed is to align the text of the adopted Policy Manual to match what is provided in the Villages existing Code of Ethics.

Members discussed the potential change of the lessee being eligible for incentives, Bremer indicated he did speak with peers from other communities. This ranges widely,

some have some versions of it, others do not allow it. Members discussion over incentives included: concerns over surety for the Village, what type of commitment the lessee has, inclusion of the property owner in the agreement, even possibly as a third party. Keeping the Village equitable, but why not have the property owner apply for the funds as they are the owner and not include the lessee. Whether the owner has to be a party to the agreement, or both lessee and the owner or the lessee with the owner's consent. The ability to recover the funding, handling each on a case-by-case basis along with a tiered system. It was also discussed to possibly delay action in order to get opinions from current property owners on what their thoughts would be on this proposal. Bremer advised the input he is looking for tonight is to either not add this language and members are fine with the property owner being the applicant, or, what if there was a type of tiered system up to a monetary amount. If there are going to be continued revisions Bremer would reach out to a few commercial property owners to get some feedback. Jerke suggested only allowing property owners to apply but requiring lessee's to be financially responsible, leaving the owner and lessee to work out the details. Kolk feels there are shared incentives, but there needs to be some financial guarantees. Bremer provided some options on wording along with giving examples on how the funds and TIF loans are handled and monitored.

Under qualifications - item six - Bremer added "however the property owner would be the entity to file the TIF application and sign the development agreement" and deleted the proposed change under Financial/Project Assurances as included in packets.

Bremer reviewed the addition of the conflict-of-interest clause as provided in packets. Bremer indicated if members are comfortable with the changes, he has it on the agenda for recommendation to the Village Board.

Brassington moved to approve the amendments as discussed regarding the TIF incentive policy manual in relation to Lessee information and Conflict of Interest. Jerke seconded the motion. Motion carried 6- 0.

5. CLOSED SESSION

- a. Discussion and action to convene into Closed Session in accordance with Wis. Status. 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 related to:
 - 1) Acquisition of property located at 5810 Main Street, Tax Increment District #4.
 - 2) Acquisition of property located at 4903 Terminal Drive.
 - 3) Acquisition of property located 4008 and 4012 Terminal Drive, including parcel 0710-273-8620-1, Tax Increment District #3.

Brassington moved to convene into closed session. Jerke seconded the motion. On a roll call vote motion carried 6-0 and the meeting convened into closed session at 7:42 p.m.

6. RECONVENE INTO OPEN SESSION

- a. Motion to adjourn Closed Session and reconvene into Open Session to discuss and take action on items of business discussed in closed session.

Kolk moved to reconvene into open session. Brassington seconded the motion. On a roll call vote motion carried 6-0 and the meeting reconvened into open session at 8:24 p.m.

7. ACTION ON ITEMS DISCUSSED IN CLOSED SESSION

- a. Discussion and action to make a recommendation to the Village Board regarding acquisition of property located at 5810 Main Street, Tax Increment District #4.

Brassington moved to make an action to make a recommendation to the Village Board regarding acquisition of property located at 5810 Main Street, TID #4. Jerke seconded the motion. Motion carried 6-0.

- b. Discussion and action to make a recommendation to the Village Board regarding acquisition of property located at 4903 Terminal Drive.

Brassington moved to make an action to make a recommendation to the Village Board regarding acquisition of property located at 4903 Terminal Drive. Jerke seconded the motion. Motion carried 6-0.

- c. Discussion and action to make a recommendation to the Village Board regarding acquisition of property located at 4008 and 4012 Terminal Drive, including parcel 0710-273-8620-1, Tax Increment District #3.

Brassington moved to make an action to make a recommendation to the Village Board regarding acquisition of property located at 4008 and 4018 Terminal Drive, McFarland, WI including parcel 0710-273-8620-1, Tax Increment District #3. Jerke seconded the motion. Motion carried 6-0.

Bremer indicated that all three recommendations will go to the Tuesday November 14, 2023 Village Board meeting.

8. SCHEDULE NEXT MEETING DATE

- a. Tuesday November 21, 2023 at 7:00 p.m. – Joint meeting with Plan Commission
- b. Wednesday December 6, 2023 at 7:00 p.m. – Joint meeting with Plan Commission

9. ADJOURNMENT

Brost moved to adjourn. Kolk seconded the motion. Motion carried 6-0. Meeting adjourned at 8:30 p.m.