



Community Development Authority Meeting Agenda

Friday, January 5, 2018 at 7:30 a.m.

Village Hall Second Floor Committee Room
3930 N. Murray Avenue, Shorewood, WI 53211

1. Call to order.
2. Consideration of December 8, 2017 meeting minutes.
3. Consideration of "Shorewood Economic Development Programs."
4. Review and discuss CDA bylaws and rules of procedure.
5. Notification of upcoming survey to establish future priorities.
6. Adjournment.

DATED at Shorewood, Wisconsin, this 28th of December, 2017.

VILLAGE OF SHOREWOOD
Sara Bruckman, Village Clerk

Should you have any questions or comments regarding any items on this agenda, please contact the Village Manager's Office at 847-2700. 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



Community Development Authority Meeting Agenda

Friday, January 5, 2018 at 7:30 a.m.

Village Hall Second Floor Committee Room
3930 N. Murray Avenue, Shorewood, WI 53211

1. Call to order.
2. Consideration of December 8, 2017 meeting minutes.
 - a. For meeting efficiency, please email bgriepentrog@villageofshorewood.org with any comments relative to the draft minutes prior to the meeting date.
❖ ***The CDA is requested to approve the minutes.***
3. Consideration of “Shorewood Economic Development Programs.”
 - a. Following the 12/8 meeting the CDA’s comments were incorporated in the summary document notated in red. The document was then distributed via email to all CDA members and any other suggestions were requested in by 12/15 via email.
 - b. Two members (Petrie and Rozek) submitted clarification comments. The comments were reviewed by staff and resulted in the additional comments or deletions noted in blue within the document.
❖ ***The CDA is requested to approve the summary document.***
4. Review and discuss CDA bylaws and rules of procedure.
 - a. In order to establish clear lines of authority between the CDA and relationship to the local government body and Plan Commission, some communities adopt by-laws of rules and procedure that detail the decisions which require governing body concurrence. Some communities do not adopt by-laws and simply follow State Statute.
 - b. On April 10, 2010 the CDA minutes reflect a review of draft by-laws ***“Discussion and possible consideration of prospective CDA charter and by-laws.”***
Mr. Petrie distributed some very preliminary material regarding current and potential future roles for the CDA. Mr. Paulson distributed a preliminary draft of CDA bylaws. Messrs. Petrie and Paulson said they would email updates of these documents prior to the next CDA meeting, where discussion would occur.”
 - c. The draft bylaws were listed as a CDA agendas from May – September 2017. During these months the item was deferred to following meetings until the item was dropped from the agenda in November 2017 moving forward. Based upon the CDA’s activity it appears the group was otherwise significantly engaged in a number of projects. The draft reviewed is located within your packet.
 - d. In efforts to clearly define roles and responsibilities, staff is recommending the CDA recommend by-laws for the Village Board’s approval by March 2018.
 - e. To assist with the CDA’s education on the topic, CDA bylaws from other communities were collected and distributed within the packet to provide points of reference of how other communities have implemented this tool.
❖ ***The CDA is requested to direct staff to draft by-laws for the CDAs review at the February meeting.***
5. Notification of upcoming survey to establish future CDA priorities.
 - a. Over the two years the CDA has discussed various projects, programs and initiatives, but has lacked laser focus on where the CDA is headed, what needs to be accomplished to meet the goals and who/whom are responsible to completing the

- tasks associated. Staff assistance to the CDA must be balanced with other priorities of the Village.
- b. In efforts to begin the prioritization process a survey will be emailed to members in January and results discussed at the February meeting.
 - ❖ ***This is informational only. No action required.***

6. Adjournment.

DATED at Shorewood, Wisconsin, this 28th of December, 2017.

VILLAGE OF SHOREWOOD
Sara Bruckman, Village Clerk

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Community Development Authority Meeting Minutes Friday, December 8, 2017

3930 N. Murray Avenue, Shorewood, WI 53211

DRAFT

1. Call to order.

The meeting was called to order at 7:31 a.m. Members present: Chair Peter Hammond, Tr. Ann McKaig, Tr. Allison Rozek, Michal Dawson, John Florsheim, Pete Petrie, Andrea Roschke. Also Present: Village President Guy Johnson, Tr. Davida Amenta, Tr. Michael Maher, Rebecca Ewald, Mark Emanuelson, Bart Griepentrog and Ericka Lang.

2. Consideration of November 3, 2017 meeting minutes.

Tr. McKaig suggested amendments to the draft minutes to include directions for staff action regarding the CDA program summary. Member Dawson moved to accept the November 3, 2017 minutes with modification, seconded by Tr. Rozek. Vote 7-0.

3. Discuss next steps for the CDA.

Ewald led a discussion regarding her CDA Memo, which suggested a path forward to address future actions and discussions for the CDA.

4. CDA Program Summary

The CDA continued discussion of the drafted CDA Program Summary. Chair Hammond reminded the CDA that the scope of the project is to include the existing financial programming authority of the CDA and the Village. Modifications were discussed and documented for incorporation within an updated summary for CDA approval at the next meeting.

5. Adjournment.

Member Dawson moved to adjourn the meeting at 9:43 a.m., seconded by Tr. McKaig. Vote 7-0.

Recorded by,

Bart Griepentrog, AICP
Planning & Development Director

Summary of Shorewood Economic Development Programs

~ Program Attributes and Authority for Spending ~

Compiled by the Community Development Authority

Introduction

Purpose

The primary purpose of this document is to document the basis of legal authority and circumstances under which the Village and the Community Development Authority (CDA) may provide financial support to its respective economic development programs (the “Programs”).

An added purpose is to summarize, compare, and contrast all attributes of the various Village and CDA economic development programs of the Shorewood economic development initiative that provide direct financial support in the form of grants and loans, and prospective loan guarantees to its beneficiaries.

This document, in whole, is intended for members of the Shorewood Village Board, CDA and others interested in understanding the authority for, objectives of, and features of the respective Programs. It is expected to be used by them to compare program features at a high level and to assess the degree of continuity and coverage between all Programs.

Scope

The document addresses current Shorewood Programs. It includes programs administered under Tax Incremental Districts (TIDs), CDA and the Village.

Document Organization and Content

This document includes the following sections and exhibits:

- **Program Descriptions** – A short description of each identified current Program
- **Program Attributes** – a short description of each attribute evaluated for each Program.
- **Program Matrix Table (Exhibit A)** – Comprised of a column for each current included Program and a row for each evaluated attribute of the Program.

Program Descriptions

The following current Programs, corresponding to the respective columns in Exhibit A, will be addressed in this document:

- Business District Redevelopment Program Initiative - examples include large real estate redevelopment projects that have used but-for tests and Internal Rate of Return (IRR) analyses in the past. This initiative excludes housing programs in residential areas.
- Façade Program - limited to grants of up to \$10,000 plus up to \$2,000 for design or smaller.

<http://www.shorewoodwi.com/business-resources/start-business/facade-improvement-program/>

The CDA Façade Program as currently defined

- CDA Business Loan Program – the CDA Business Loan Program currently in place for loans up to \$45,000.

<http://www.shorewoodwi.com/business-resources/start-business/loan-program/>

- Shorewood Neighborhood Improvement Programs:
 - Zero interest loans for down payment assistance up to \$5,000
 - Duplex conversion up to \$20,000
 - Attic improvement up to \$20,000

<http://wi-shorewood.civicplus.com/461/Neighborhood-Improvement-Loans>

Program Attributes

For each of the Programs identified above, the Program Matrix Table (Exhibit A) will indicate each of the following:

- **Authority to Spend** – the nature of the condition or underlying document that grants the Village and/or CDA the authority to conduct the Program, including the conditions under which financial incentives may be provided. Choices are:
 - ✓ Required Findings, as specified by s.66.1105 Wis. Stats, for creation or amendment of a Tax Incremental District (“TID”). ~~Includes satisfaction of the “but-for” test for the entire District.~~
 - ✓ IRR Satisfaction Analysis – to assure that a project does not produce an internal rate of return for the incentive recipient in excess of that commensurate with the risk undertaken by the recipient. The maximum IRR is recommended by the Village’s financial advisor and CDA legal counsel for each project based on the applicable industry and the degree of the development project risk.

- ✓ Project Plan – as required within applicable program guidelines.
- ✓ Formal Agreement – as required within applicable program guidelines.
- ✓ CDA approval.
- ✓ Village Board approval.
- **Reference to Authority** – associated Wisconsin Statute or **approved** Shorewood Resolution for **applicable program**.
- **Program Objectives** – indicate whether each of the following is a primary, secondary, or minor objective of the Villages economic development programs **to achieve the goals of the community**:
 - ✓ **Business Attraction** – recruiting of new businesses to the Village.
 - ✓ **Business Retention** - keeping existing businesses in the Villages.
 - ✓ **Appearance** – improvement of the appearance of the business district and/or neighborhoods.
 - ✓ **Vitality** – to improve the vitality of the Shorewood’s business district or neighborhoods. Includes creation of desirable **street** activity ~~in the streets~~.
 - ✓ **Preservation/Rehabilitation** of historic commercial and residential structures ~~buildings or homes~~.
 - ✓ **Tax Base** - increasing the assessed value of Shorewood’s commercial and/or residential real estate.
 - ✓ **Employment** – addition **and retention** of local jobs.
 - ✓ **Housing Stock Maintenance** – improvement to the future viability of Shorewood’s aging housing stock. ~~Might include provision of any identified undersupply of low income or work force housing.~~
 - ✓ **Resident Attraction **and/or** Retention** – attracting **or retaining** new residents to ~~and keeping current residents in~~ Shorewood neighborhoods.
- **Source of Financial Support** – ~~the entity providing such support. Choices are~~ may be provided through TID increment, CDA ~~separate funds~~, or the Village ~~general~~ funds.
- ⊖ **Nature of Financial Support** - whether the development incentive is a grant **or** loan. ~~or loan guarantee.~~
- **Applicant** – type of entity that may apply for an incentive. Choices are developer, building owner, business owner, **and/or** homeowner.
- **Application Contact** – identification of who receives the application or proposal and assists the applicant in applying. Village Manager, Administrative Agency, or Planning Department Manager.

The Administrative Agency for the Façade and Business Loan Programs is currently the Executive Director of the Shorewood Business Improvement District (BID).

- **Agreement Policies Points of Negotiation Requirements** - provisions normally considered for inclusion in program agreements. ~~Inclusion in any agreement is always subject to negotiation considerations.~~
 - ✓ Equity matching - requestor must provide a specified ~~portion~~ **percentage** of required investment.
 - ✓ Collateral – requestor must provide **sufficient financial security for repayment of a loan** ~~collateral sufficient~~ to minimize the risk to the Village or CDA ~~of~~ **should the** loan default.
 - ✓ **Personal Guarantees** – financial guarantees by individual project stakeholders related to the terms and performance of the agreement.
 - ✓ **Lease Agreements** – ~~documentation of draft lease agreements deemed to be pertinent to the success, stability, or other fiscal considerations that of the project, which may be necessary for the initial IRR and/or executed lease agreement for cost reconciliation at project completion to be provided to the Village’s financial advisor and/or legal counsel for review.~~
 - ✓ Value Guarantees – guarantee that requestor pay property tax on a designated minimum assessed value **of the associated project**.
 - ✓ **PILOT Guarantees** – guarantee of payments in lieu of taxes should the property become sold to a tax exempt entity or used for a purpose that would become tax exempt.
 - ✓ **Cost Reconciliations** – review, reconcile and document ~~review / document~~ costs that were included in project plans or used for financial analysis **with actual costs**.
 - ✓ **Claw Back Provisions** - to require the requestor to share with the **funding** ~~applicable Village~~ entity a project return in excess of the **level** expected in the financial projection supporting the respective development agreement. ~~Can be expressed in a variety of ways tailored to the specific project. The provision would be based on negotiations with the developer, and may not be practical in in some situations.~~
- **Monetary Limits** – the basis for and/or maximum amount allowed for the various programs.
 - ✓ **Basis for calculations** – IRR analysis as applicable.
 - ✓ **Economic Feasibility** – analysis of underlying economic metrics related ~~to financing~~ **to the creation or amendment of a TID, a proposed program and/or project**.
 - ✓ **Fixed Maximum** – maximum limit of funding as defined in applicable program or analysis.
 - **Approval Entity** – Administrative Agency (currently the BID), Village staff, CDA, Village Board, and/or Joint Review Board. Village Board and Joint Review Board must independently approve any TID creation or amendment.
 - **Underlying Document** - identification of links to any existing underlying Program documentation.

Shorewood Economic Development - Program Matrix Table

Exhibit A

Program Descriptions

Redevelopment	Façade Grants	Business Loans	Neighborhood Improvement Programs
Large Real Estate Projects	\$10,000 Limit (+\$2,000 design)	\$45,000 Limit	

Authority to Spend

Required Findings	TID Level	N/A	N/A	N/A
But For Satisfaction	X	N/A	N/A	N/A
IRR Satisfaction	X	N/A	N/A	N/A
Project Plan (Exhibit B)	X	X	X	N/A
Formal Agreement	X	N/A	N/A	N/A
CDA Approval	X		N/A	N/A
Village Board Approval	X		N/A	N/A

Reference to Authority

Statute Number	66.1105 (2)(f) a, b, c, h, i.& n			
Village/CDA Resolution				

Program Objectives

Business Attraction	Secondary	Secondary	Primary	N/A
Business Retention	N/A	Secondary	Primary	N/A
Appearance	Secondary	Primary	Secondary	Secondary
Vitality	Primary	Secondary	Secondary	Secondary
Preservation / Rehabilitation	N/A	Primary	Secondary	Secondary
Tax Base	Primary	Secondary	Primary	Primary
Employment	Varies	Very Minor	Very Minor	N/A
Housing Stock Maint	N/A	N/A	N/A	Primary
Resident Attraction and Retention	Primary (Housing)	Minor	Minor	Primary

Source of Financial Support

Supporting Entity	TID	CDA	CDA	General Fund
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Nature of Financial Support

Grant	X	X		
Loan	X		X	X

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Applicant

Developer	X			
Building Owner		X	X	X
Business Owner		X	X	
Homeowner				X

Application Contact

Contact Person	Village Manager	Admin. Agency	Admin. Agency	Planning Dir.
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Points of Negotiation Requirements

Equity Matching	X	X	X	N/A
Collateral	X	N/A	X	N/A
Personal Guarantees	X	N/A	X	N/A
Lease Agreements	X	N/A	X	N/A
Value Guarantees	X	N/A	N/A	N/A
PILOT Guarantees	X	N/A	N/A	N/A
Cost Reconciliations	X	N/A	N/A	N/A
Clawback Provisions	X	N/A	N/A	N/A

Monetary Limits

Basis For calculation	IRR Analysis			
Economic Feasibility	X	N/A	N/A	N/A
Fixed Maximum	N/A	\$10,000	\$45,000	\$5Kor \$20K

Approval Entity

Admin. Agency / Staff		X		
CDA			X	
Village Board	Both			
Joint Review Board	Both			
Planning Dept				X

Program Links

Façade Program:

<http://www.shorewoodwi.com/business-resources/start-business/facade-improvement-program/>

CDA Business Loan Program:

Shorewood Economic Development - Program Matrix Table

Exhibit A

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Redevelopment	Façade Grants	Business Loans	Neighborhood Improvement Programs
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Shorewood Neighborhood Improvement Programs:

<http://wi-shorewood.civicplus.com/461/Neighborhood-Improvement-Loans>

RESOLUTION NO. 93-14

A Resolution Creating the Community Development
Authority of the Village of Shorewood, Wisconsin

WHEREAS, the Village of Shorewood, Wisconsin (the "Village") is a municipal corporation organized and existing under and pursuant to the laws of the State of Wisconsin and is authorized by Section 66.436 and Section 66.4325 of the Wisconsin Statutes (the "Community Development Authority Law"), by proper resolution of the Village Board, to declare that there is a need in the Village for a community development authority ("CDA") which, upon the making of certain findings and declarations by this Village Board, shall be a public body corporate and politic authorized to transact business and exercise any and all powers, duties and functions set out in Sections 66.40 and 66.431 of the Wisconsin Statutes for housing and redevelopment authorities; and

WHEREAS, it is the finding, determination and declaration of this Village Board that there exists within the Village a need for blight elimination, clearance of undesirable conditions, urban renewal and community development programs and housing projects; and

WHEREAS, there is currently no redevelopment authority or housing authority created under Section 66.431 or 66.40 of the Wisconsin Statutes operating in the Village; and

WHEREAS, it is the finding, determination and declaration of this Village Board that the Village would derive public benefits from the creation of a CDA and the exercise by the CDA of its powers under the Community Development Authority Law, including by way of illustration but not limitation, the following public benefits: the elimination or prevention of substandard, deteriorated, unsanitary, and blighted areas; the provision and retention of gainful employment opportunities for the citizens of the Village; the provision of affordable housing in the Village; an increase in the Village's tax base; and the stimulation of the flow of investment capital into the Village with resultant beneficial effects upon the economy in the Village; and

WHEREAS, it is the finding, determination and declaration of this Village Board that the public interest will be served if the Village were to create a CDA in the Village;

NOW, THEREFORE, at a regular meeting of the Village Board of the Village of Shorewood, Milwaukee County, Wisconsin held on the 2nd day of August, 1993, a quorum being present and two-thirds of the members present voting therefor, said Board does resolve as follows:

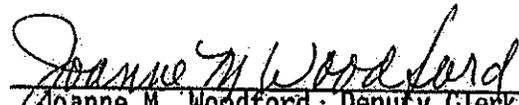
BE IT RESOLVED that on the basis of the findings and determinations herein recited, this Village Board declares that there is a need for and does hereby create a Community Development Authority in the Village, to be known as the "Community Development Authority of the Village of Shorewood, Wisconsin" (the "Authority"), authorized to transact business and exercise any and all powers granted to a CDA under the Community Development Authority Law as amended from time to time.

BE IT FURTHER RESOLVED that this resolution shall be effective immediately upon its passage and approval. Upon such approval, the Clerk shall promptly notify the Village President of the adoption of this resolution by delivering a certified copy hereof to him, and the Village President shall, with the confirmation of this Village Board, appoint seven (7) qualified resident persons to serve as commissioners of the Authority. Two commissioners shall be members of the Village Board and whenever the Village President shall serve as a commissioner of the Authority, he or she shall act as its Chairperson; otherwise the Chairperson of the Authority shall be elected from among the commissioners of the Authority by majority vote of the commissioners.

PASSED AND ADOPTED by the Village Board of the Village of Shorewood, Milwaukee County, Wisconsin, this 2nd day of August, 1993.


Michael R. Schulte, Village President

Countersigned:


Joanne M. Woodford, Deputy Clerk

MUNICIPAL LAW 66.4326

66.4325 Housing and community development authorities. (1) **AUTHORIZATION.** Any city may, by a two-thirds vote of the members of the city council present at the meeting, adopt an ordinance or resolution creating a housing and community development authority which shall be known as the "Community Development Authority" of such city. It shall be deemed a separate body politic for the purpose of carrying out blight elimination, slum clearance, urban renewal programs and projects and housing projects. The ordinance or resolution creating a housing and community development authority may also authorize such authority to act as the agent of the city in planning and carrying out community development programs and activities approved by the mayor and common council under the federal housing and community development act of 1974 and as agent to perform all acts, except the development of the general plan of the city, which may be otherwise performed by the planning commission under s. 66.405 to 66.425, 66.43, 66.435 or 66.46. A certified copy of such ordinance or resolution shall be transmitted to the mayor. The ordinance or resolution shall also:

(a) Provide that any redevelopment authority created under s. 66.431 operating in such city and any housing authority created under s. 66.40 operating in such city, shall terminate its operation as provided in sub. (5); and

(b) Declare in substance that a need for blight elimination, slum clearance, urban renewal and community development programs and projects and housing projects exists in the city.

(2) **APPOINTMENT OF MEMBERS.** Upon receipt of a certified copy of such ordinance or resolution, the mayor shall, with the confirmation of the council, appoint 7 resident persons having sufficient ability and experience in the fields of urban renewal, community development and housing, as commissioners of the community development authority.

(a) Two of the commissioners shall be members of the council and shall serve during their term of office as council members.

(b) The first appointments of the 5 noncouncil members shall be for the following terms: 2 for one year and one each for terms of 2, 3 and 4 years. Thereafter the terms of

noncouncil members shall be 4 years and until their successors are appointed and qualified.

(c) Vacancies shall be filled for the unexpired term as provided in this subsection.

(d) Commissioners shall be reimbursed their actual and necessary expenses including local travel expenses incurred in the discharge of their duties, and may, in the discretion of the city council, receive other compensation.

(3) EVIDENCE OF AUTHORITY. The filing of a certified copy of the ordinance or resolution referred to in sub. (1) with the city clerk shall be prima facie evidence of the community development authority's right to transact business and such ordinance or resolution is not subject to challenge because of any technicality. In any suit, action or proceeding commenced against the community development authority, a certified copy of such ordinance or resolution is conclusive evidence that such community development authority is established and authorized to transact business and exercise its powers under this section.

(4) POWERS AND DUTIES. The community development authority shall have all powers, duties and functions set out in ss. 66.40 and 66.431 for housing and redevelopment authorities and as to all housing projects initiated by the community development authority it shall proceed under s. 66.40, and as to all projects relating to blight elimination, slum clearance, urban renewal and redevelopment programs it shall proceed under s. 66.405 to 66.425, 66.43, 66.431, 66.435 or 66.46 as determined appropriate by the common council on a project by project basis. As to all community development programs and activities undertaken by the city under the federal housing and community development act of 1974, the community development authority shall proceed under all applicable laws and ordinances not inconsistent with the laws of this state. In addition, if provided in the resolution or ordinance, the community development authority may act as agent of the city to perform all acts, except the development of the general plan of the city, which may be otherwise performed by the planning commission under s. 66.405 to 66.425, 66.43, 66.435 or 66.46.

(5) TERMINATION OF HOUSING AND REDEVELOPMENT AUTHORITIES. Upon the adoption of an ordinance or resolution creating a community development authority, all housing and redevelopment authorities previously created in such city under ss. 66.40 and 66.431 shall terminate.

(a) Any programs and projects which have been begun by housing and redevelopment authorities shall, upon adoption of such ordinance or resolution be transferred to and completed by the community development authority. Any procedures, hearings, actions or approvals taken or initiated by the redevelopment authority under s. 66.431, on pending projects is deemed to have been taken or initiated by the community development authority as though the community development authority had originally undertaken such procedures, hearings, actions or approvals.

(b) Any form of indebtedness issued by a housing or redevelopment authority shall, upon the adoption of such ordinance or resolution, be assumed by the community development authority except as indicated in par. (c).

(c) Upon the adoption of such ordinance or resolution, all contracts entered into between the federal government and a housing or redevelopment authority, or between such authorities and other parties shall be assumed and discharged by the community development authority except for the termination of operations by housing and redevelopment authorities. Housing and redevelopment authorities may execute any agreements contemplated by this subsection. Contracts for disposition of real property entered into by the develop-

ment authority with respect to any project shall be deemed contracts of the community development authority without the requirement of amendments thereto. Contracts entered into between the federal government and the redevelopment authority or the housing authority shall bind the community development authority in the same manner as though originally entered into by the community development authority.

(d) A community development authority may execute appropriate documents to reflect its assumption of the obligations set forth in this subsection.

(e) A housing authority which has outstanding bonds or other securities that require the operation of the housing authority in order to fulfill its commitments with respect to the discharge of principal or interest or both, may continue in existence solely for such purpose. The ordinance or resolution creating the community development authority shall delineate the duties and responsibilities which shall devolve upon the housing authority with respect thereto.

(f) The termination of housing and redevelopment authorities pursuant to this section shall not be subject to s. 66.40 (26).

(5m) TAX EXEMPTION. Community development authority bonds issued on or after January 28, 1987, are declared to be issued for an essential public and governmental purpose and to be public instrumentalities and, together with interest thereon and income therefrom, are exempt from taxes.

(6) CONTROLLING STATUTE. The powers conferred under this section shall be in addition and supplemental to the powers conferred by any other law. Insofar as this section is inconsistent with any other law, this section shall control.

(7) CONSTRUCTION. This section shall be construed liberally to effectuate its purposes and the enumeration of specific powers herein does not restrict the meaning of any general grant of power contained in this section nor does it exclude other powers comprehended in such general grant.

History: 1975 c. 311; 1979 c. 110; 1987 a. 37.

DRAFT PREPARED FOR DISCUSSION PURPOSES
04/19/2010

**COMMUNITY DEVELOPMENT AUTHORITY OF THE
VILLAGE OF SHOREWOOD, WISCONSIN**

BY-LAWS AND RULES OF PROCEDURE
As adopted by the Village Board of the Village of Shorewood,
Milwaukee County, Wisconsin on [Date]

1. PURPOSE AND GOALS

The Community Development Authority ("CDA") of the Village of Shorewood, Wisconsin, was created by the Village of Shorewood on August 2, 1993, to obtain the public benefits that Wisconsin Statutes authorize community development authorities to offer to municipalities. The objectives of the CDA are to create beneficial effects upon the economy and quality of life in the Village, by, for example:

- elimination and prevention of underdeveloped, substandard, deteriorated, unsanitary, and blighted areas, structures, businesses, residences, and public infrastructure within the Village;
- administration of community development programs;
- promotion and retention of gainful employment opportunities for the citizens of the Village;
- expansion of the availability of affordable housing in the Village;
- enhancement and preservation of the Village's tax base;
- stimulation of the flow of investment capital into the Village;
- and creation of development and planning studies and proposals on behalf of the Village.

2. GENERAL POWERS AND DUTIES

The CDA shall exercise all powers conferred by Sec. 66.1335(4), Wisconsin Statutes, (Powers and duties [of community development authorities]), perform all duties imposed by state statutes and local ordinances of the Village of Shorewood, and perform such further and other duties as may properly from time to time be required by the Village Board.

The duties of the CDA include, but are not limited to:

- a) Preparation and implementation of Tax Incremental District financial management guidelines, including preparation of financial projections

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04/19/2010

- b) Preparation and implementation of redevelopment assistance criteria, including recommendation of developer agreements for specific projects
- c) Preparation of business recruitment and retention assistance programs, including administration of the Business Incentive Loan Fund
- d) Development of public art implementation and placement programs
- e) Administration of the facade improvement grant program
- f) Preparation and maintenance of the Village of Shorewood Central Business District Master Plan
- g) Administration of Tax Incremental District matters, including recommendations with respect to zoning and redevelopment
- h) Recommendations for parking practices and facilities
- i) Recommendations with respect to traffic impacts and configurations
- j) Preparation of such reports, analyses, recommendations, and presentations as may be required from time to time by the Village Board

3. REVIEW BY THE VILLAGE BOARD

Specific action taken related to the following powers shall be subject to review and approval by the Village Board:

- a) Acquisition of land by eminent domain or otherwise or disposition of any land
- b) Establishment of annual CDA budgets, including annual projections of Tax Incremental District expenditures, revenues, and investments
- c) Issuance of debt, other than "conduit debt" which is not supported in any way by the CDA or the Village of Shorewood
- d) Expenditure of any funds in excess of \$25,000
- e) Execution of any contracts with total contractual payments in excess of \$25,000
- f) Execution of development agreements with total expenditures in excess of \$25,000

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04/19/2010

- g) Grants under the Facade Improvement Program in excess of \$25,000
- h) Loans under the Business Incentive Loan program in excess of \$25,000
- i) Amendments, deletions, or additions to these By-laws and Rules of Procedure
- j) Performance of duties otherwise performed by the Plan Commission pursuant to Wisconsin Statutes or local ordinances of the Village of Shorewood

4. REVIEW BY THE PLAN COMMISSION

Specific action taken related to rezonings, land divisions, conditional use grants, concept plans, and new/amended building, site, and operations plans that take place within approved Tax Incremental District or Redevelopment District boundaries shall be subject to review and approval by the Plan Commission of the Village of Shorewood and, as required, by the Village Board.

5. MEMBERSHIP

The Village Board shall appoint seven qualified residents of the Village of Shorewood to the CDA. The appointment of all Commissioners shall be by appointment of the Village President and confirmation of the Village Board as provided for all other Village official appointments. Two members shall be Trustees of the Village Board.

Appointees, other than Trustees of the Village Board, shall serve terms of four years. Village Board Trustees shall serve one year terms.

Presiding Officers: The presiding officer of the CDA shall be designated as Chair and shall be elected annually by a majority of the members at the first meeting of the CDA held on or after the annual appointment of new members by the Village Board. Whenever the Village President shall serve as a member of the CDA, the President shall act as its Chair. To act in the absence of the Chair, the CDA shall elect by a majority of the members a Vice-Chair to preside. In the event of absence by the Chair and Vice-Chair, the longest tenured Village Board Trustee serving on the CDA in attendance shall preside over meetings.

The presiding officer shall chair all meetings and shall have the right to vote and make motions; shall rule on matters of procedure, subject to appeals of such rulings by proper motion; shall conduct the meetings in accord with Wisconsin Statutes and the rules contained herein; shall have such powers and duties as may be necessary for the conduct of orderly meetings; and shall have such other powers and duties as herein assigned or as may be assigned by the Village Board.

The Village Manager of the Village of Shorewood shall serve the CDA as its secretary and advisor and shall perform all duties requested by the CDA. These duties may include handling all correspondence and clerical work of the CDA; keeping accurate notes and minutes of all matters

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coming before the CDA; receiving and filing all communications, documents, applications, and requests directed to the CDA; and publishing or mailing, as the case may be, all notices, agendas, minutes and advertisements required by law or as directed by the CDA. The Village Manager may utilize such members of the Village staff as may be made available by the Village Board to accomplish these tasks. The Village Manager is an ex-officio, non-voting member of the CDA.

4. PROCEDURES

The CDA shall be governed and controlled by the Statutes of the State of Wisconsin, the ordinances and resolutions of the Village of Shorewood related to the CDA, and these By-laws and Rules of Procedure, as they may be amended and adopted from time to time. All provisions of the Wisconsin Statutes and ordinances and resolutions of the Village of Shorewood shall take precedence over these By-laws and Rules of Procedure.

- a) Agenda: The Village Manager shall prepare the meeting agenda, with direction from the presiding officer.
- b) Regular Meetings: Regular meetings shall generally be held by the CDA at the Shorewood Village Hall at a time agreed to by consensus of the members of the CDA. Regular or Special Meetings of the CDA may be conducted outside of the Village Hall as may be required from time to time to accommodate special needs, including a need for a large capacity venue or a need to review and inspect facilities in other communities for information gathering purposes.
- c) Special Meetings: Special meetings may be called by the presiding officer whenever in the officer's judgment such a meeting is necessary, or whenever requested by at least three members of the CDA. The request may be made orally. Notice of special meetings shall be given by announcement at any regular meeting and by written, telephonic, or electronic notice to such members not present at the regular meetings or by written, telephonic, or electronic notice not less than 24 hours before the time fixed for the special meeting. Any business which could be conducted at a regular meeting may be conducted at a special meeting.
- d) Quorum: A quorum for all meetings shall consist of four members, and the presiding officer shall be included in the count.
- e) Order of Business: The order of business at all meetings, regular or special, unless varied by the presiding officer subject to a vote by a majority of the members of the CDA present if requested, shall be as set forth in the agenda.
- f) Voting: Provided a quorum is present and except as otherwise provided by law or these rules, the affirmative vote of a majority of the members present shall be required to decide any matter up for consideration.

In the event any member shall be disqualified from voting on any matter, the member shall

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nonetheless be counted in determining whether a quorum is present, but such disqualification shall not decrease the number of votes required for passage of any motion, resolution, or the taking of any other action.

g) Public Hearings: The presiding officer shall announce at the start of a public hearing the order of business and procedure for conducting the hearing, including a statement of the notice that has been given of the public hearing and a brief description of the subject matter of the hearing. The presiding officer shall announce that no one will be heard unless they state their name and address for the record. The presiding officer may announce that each person's statement shall be limited to a specific amount of time and shall have the authority to terminate any statement when the speaker's time has elapsed. All persons desiring to be heard shall be heard, in person or by an attorney.

5. RECOMMENDATIONS TO THE VILLAGE BOARD

Recommendations by the CDA to the Village Board may be by motion, resolution, or such other form as the CDA or Village Board deems appropriate.

6. AMENDMENT OF THESE BY-LAWS AND RULES OF PROCEDURE

These By-laws and Rules of Procedure may be amended upon a concurring vote of a majority of all members of the CDA and upon approval of the Village Board.

The general rules of procedure of the CDA shall be governed by Robert's Rules of Order where no specific statute, law or ordinance controls.

**COMMUNITY DEVELOPMENT AUTHORITY
CITY OF MUSKEGO, WISCONSIN**

**BY-LAWS AND RULES OF PROCEDURE
As adopted by the Common Council on March 26, 2002
And amended June 11, 2002
And amended May 13, 2003
And amended February 8, 2005**

1. GENERAL RULES BY STATUTE, ORDINANCE OR RESOLUTION

The Community Development Authority (the "Authority") of the City of Muskego shall be governed and controlled by Statutes of the State of Wisconsin, and as the same may hereafter be amended; by all ordinances of the City of Muskego as they relate to the Authority, and as such ordinances may hereafter be amended and adopted; and by the rules of procedure contained herein. All provisions of Wisconsin Statutes, ordinances or resolutions of the City of Muskego as may be enacted from time to time, shall take precedence over the rules of procedure.

2. GENERAL POWERS AND DUTIES

The Authority shall exercise all powers conferred and perform all duties imposed, by state and local ordinance of the City of Muskego, and shall perform such further and other duties as may properly be required from time to time by the Common Council.

Specific action taken related to the following powers shall be subject to review and approval by the Common Council:

- a) Acquisition of land by eminent domain
- b) Establishment of an annual operating budget
- c) Issuance of debt
- d) Hiring of staff
- e) Expenditure of any funds in excess of \$5,000
- f) Amendments, deletions, or additions to these By-Laws
- g) Performance of duties otherwise performed by the Plan Commission pursuant to 66.1105 Wisconsin Statutes.
- h) Loan approvals made in the administration of the Economic Development Revolving Loan Fund.

Specific action taken related to the following powers shall be subject to review and approval by the Plan Commission and at times, the Common Council:

- a) Rezoning, Land Divisions, Conditional Use Grants, Concept Plans, and new/amended Building, Site, and Operation Plans that take place within approved Redevelopment District boundaries. *(amended 2-08-05 Resolution # 033-2005)*

3. ELECTED OFFICERS AND THEIR DUTIES

Presiding Officers. The presiding officer of the Authority shall be designated as Chairperson and shall be elected annually at the first meeting of the Authority held on or after May 1 of each year. To act in the absence of the Chairperson, the Authority shall elect a Vice-Chairman to preside. In the event of absence by the Chair and Vice-Chair, the longest tenured Alderman serving on the CDA shall preside over meetings. *(amended 6-11-02 Resolution # 129-2002)*

The presiding officer shall chair all meetings and shall have the right to vote and make motions; shall rule on matters of procedure, subject to appeals of such rulings by proper motion; shall conduct the meetings in accordance with Wisconsin Statute and the rules contained herein; shall have such powers and duties as may be necessary for conduct of orderly meetings; and such other powers and duties as herein assigned, or as may be assigned by the Common Council.

Secretary. The Authority shall annually elect a Secretary from among its members. Election of the Secretary shall occur at the first meeting of the Authority held on or after May 1 of each year. The Secretary may utilize the Planning Director and/or Planning Department staff to perform the task of taking minutes and performing duties requested by the Authority. Such duties may include but are not limited to: correspondence and clerical work of the Authority; keeping accurate notes and minutes of all matters coming before the Authority; receiving and filing all communications, applications, and requests coming to the Authority; publish and/or mail all notices, agendas, minutes and advertisements required by law or as directed by the Authority.

4. APPOINTED OFFICERS AND THEIR DUTIES

Executive Director. The City of Muskego Director of Planning shall perform the duties of Executive Director, and shall perform duties as may be required to carry out the Authority's tasks.

Treasurer. The City of Muskego Finance Director shall perform the duties of Treasurer. The Treasurer of the Authority shall handle and keep a record of the financial dealings of the Authority, and may utilize the City's Finance Department staff as required to carry out the Authority's tasks.

5. AGENDAS The Director of Planning or his designee shall prepare the meeting agenda, with direction from the presiding officer.

6. MEETINGS

Regular Meetings. Regular meetings shall generally be held by the Authority at the Muskego City Hall at a time agreed to by consensus of the members of the Authority. Regular or Special meetings of the Authority may be conducted outside of City Hall as may be required from time to time to accommodate special needs, including but not limited to: (1) need for large capacity venues or (2) needs to review and inspect facilities in other communities for information gathering purposes.

Special Meetings. Special meetings may be called by the presiding officer whenever in his judgement such a meeting is necessary, or whenever requested by at least three members of the Authority. Such request may be made orally. Notice of such special meetings shall be given by announcement thereof at any regular meeting, or by written or telephone notice as hereinafter provided, not less than 24 hours before the time fixed for such meeting. Any business which could be conducted at a regular meeting may be conducted at a special meeting.

Quorum. A quorum for all meetings shall consist of four members, and the presiding officer shall be included in the count.

Order of Business. The order of business at all meetings, regular or special, unless varied by a suspension of rules agreed to by a majority of the Authority, shall be as follows:

- Call to Order
- Pledge of Allegiance
- Roll Call
- Statement of Public Notice
- Public Hearings
- Approval of Minutes
- Old Business
- New Business
- Public Input
- Miscellaneous Business As Authorized By Law
- Adjournment

7. VOTING

Provided a quorum is present and except as otherwise provided by law or these rules, the affirmative vote of a majority of the members present shall be required to decide any matter up for consideration.

In the event that any member shall disqualify himself from voting on any matter, such member shall nonetheless be counted in determining whether a quorum is present, but such disqualification shall not decrease the number of votes required for passage of any motion, resolution, or the taking of any other action.

8. PUBLIC HEARINGS

The order of business for holding public hearings shall be:

- a) Reading of Public Notice by the Secretary
- b) A brief statement or presentation from the Executive Director as to the nature of request and the notice that was given.
- c) Presentation by the applicant or petitioner, if any
- d) Statements of those present and wishing to speak for or against the application or petition.
- e) Questions by the Authority members
- f) Discussion by the Authority members

g) Closing of hearing or if necessary adjourning the hearing to a fixed future date.

Conduct of Public Hearings. The presiding officer shall announce immediately prior to each public hearing that no one will be heard unless they state their name and address for the record. The presiding officer shall briefly explain the order of business, and may announce that each person's statements shall be limited to a specific amount of time. The presiding officer shall have the authority to terminate any statement when the speaker's time has elapsed.

Appearance. All persons desiring to be heard shall be heard.

Withdrawal of Application. At any time prior to a motion to grant or refuse a request, application, or petition, the applicant may withdraw the request, application, or petition. Such withdrawal shall not entitle the applicant to a refund of any filing or publication fee which may have been paid.

8. DECISION

All final decisions by the Authority shall be in writing and shall be in the form of an order or decision duly adopted by resolution. All such decisions shall be signed by the presiding officer, attested by the secretary, and thereupon be filed with the records of the case.

9. RECOMMENDATIONS TO THE COMMON COUNCIL

The Common Council should review the recommendations of the Authority. Recommendations to the Common Council may be by resolution or in such other form as the Authority deems appropriate.

10. AMENDMENT TO RULES

The general rules of procedure of the Authority shall be governed by Robert's Rules of Order where no specific statute, law, or ordinance controls.

**COMMUNITY DEVELOPMENT AUTHORITY OF THE
CITY OF BURLINGTON, WISCONSIN**

**By-Laws
and
Rules of Procedure**

1. **GENERAL RULES BY STATUTE, ORDINANCE OR RESOLUTIONS**

The Community Development Authority of the City of Burlington shall be governed and controlled by Statutes of the State of Wisconsin, and as the same may hereafter be amended; by all ordinances of the City of Burlington as they relate to the Authority, and as such ordinances may hereafter be amended and adopted; and by the within rules of procedure. All provisions of the Wisconsin Statutes, ordinances or resolutions of the City of Burlington as may be enacted from time to time, shall take precedence over the rules of procedure.

2. **GENERAL POWERS AND DUTIES**

The Authority shall exercise all powers conferred, except that of Eminent Domain, and perform all duties imposed, by state and local ordinance of the City of Burlington, and shall perform such further and other duties as may properly from time to time be required by the Common Council.

Specific action taken related to the following powers shall be subject to review and approval by the Common Council:

- a. Acquisition of land
- b. Issuance of debt, other than "conduit debt" which is not support in any way by the CDA or City

3. **OFFICERS AND THEIR DUTIES**

Presiding Officers. The presiding officer of the Authority shall be designated as chairperson and shall be elected annually at the meeting of the Authority in April of each and every year. To act in the absence of the chairman, the Authority shall elect a vice-chairman to preside at the meeting. The presiding officer shall preside at all meetings of the Authority and shall have the right to vote and make motions; shall rule on matters of procedure, subject to appeal from such rulings by proper motion; shall conduct the meetings in accordance with the within rules; shall have such powers and duties as may be necessary for conduct of orderly meetings; and such other powers and duties as herein assigned

to him, or as may be assigned to him. The executive director shall be the City Clerk-Treasurer.

Treasurer. The Authority shall annually elect a treasurer from among its members. The treasurer of the Authority shall handle and keep a record of financial dealings of the Authority. The Treasurer of the City shall serve as Co-Treasurer of the Authority.

Secretary. The executive director shall serve the Authority as its secretary and advisor and shall perform all duties requested by the Authority. These duties include handling all correspondence and clerical work of the Authority; to keep accurate notes of all matters coming before the Authority; to receive and file all communications, applications, request any and all documents directed to the authority; to mark each document so received with the official filing stamp of the Authority; to publish or mail, as the case may be, all notices and advertisements required by law or as directed by the Authority; to prepare and mail to each member of the Authority not later than the Friday prior to the meeting, a summary statement of the nature of each item on such agenda and a copy of the minutes of the last meeting. The secretary may utilize such members of the City staff as may be made available by the Common Council to accomplish his/her tasks.

4. **AGENDA**

The Executive Director shall prepare the agenda with direction from the chairperson.

5. **MEETINGS**

Regular Meetings. Regular meetings shall be held at a time and place designated by the Authority. All meetings will be held at the City Hall. Regular meeting times are subject to change only by consensus of the members.

Special meetings. Special meetings may be called by the presiding officer whenever in his judgement such meeting is necessary, and the presiding officer shall call such special meeting whenever he is requested to do so by at least three (3) members of the Authority. Such request may be made orally. Notice of such special meetings shall be given by announcement thereof at any regular meeting and by written or telephone notice as hereinafter provided, to such members not present at such meetings, by written notice mailed not less than 48 hours before the time fixed for such hearing; or by telephone notice not less than 24 hours before the time fixed for such hearing. Any business which could be done at a regular meeting may be done at such special meeting.

Quorum. A quorum for all meetings shall consist of four members and the presiding officer shall be included in such a count.

Order of Business. The order of business at all meetings, regular and special unless varied by a suspension of rules agreed upon by a majority of the Authority shall be as follows:

Call to Order
Public Hearings
Approval of Minutes of Previous Meeting
Old Business
New Business
Person desiring to be heard
Adjournment

6. **VOTING**

Provided a quorum is present and except as otherwise by law or these rules provided, the affirmative vote of a majority of the members present shall be required to decide any matter up for consideration.

Disqualification of members to vote in the event that any member shall disqualify himself to vote on any matter, he shall, none the less, be counted in determining whether a quorum is present, but his disqualification shall not decrease the number of votes required for passage of any motion, resolution or the taking of any other action.

7. **PUBLIC HEARINGS**

The Order of Business for holding public hearings shall be as follows:

- (1) A brief statement by the executive director as to the name of the applicant for relief, his address, the nature of the request, and the manner in which notice of the hearings was given.
- (2) Presentation of the applicant of his request including any maps, documents and the like, not previously filed.
- (3) Statements of all other persons in favor of granting the request.
- (4) Statement in rebuttal by opposing the request.
- (5) Statements in rebuttal by the applicant and by other persons favoring the request.
- (6) Statements in rebuttal by opposing the request.

- (7) Statements and subsections by any persons not previously heard but only on matters not previously discussed.
- (8) Closing of the hearings or, if necessary, adjournment of the hearing to a fixed future date.

Conduct of Public Hearings. The presiding officer shall announce immediately prior to each public hearing that no one will be heard unless he states his name and address. The presiding officer shall briefly explain the order of business. He shall have the right prior to the hearing to announce that each person's statement shall be limited to a specified period of time, and that rebuttals shall be limited to a specified period of time, and he shall have the right to terminate any statement when the speaker's time has elapsed, or in the event of unnecessary repetition, or in the event the statement is not material or germane.

Appearance. All persons desiring to be heard shall be heard, in person or by attorney.

Withdrawal of Application. At any time prior to a motion to grant or refuse a request, application or petition, the applicant may withdraw his request, application or petition and such withdrawal shall not entitle the applicant to a refund of whatever filing or publication fee may previously have been paid.

8. **DECISION**

All final decisions by the Authority shall be in writing and shall be the form of an order or decisions duly adopted by resolution. All such decisions shall be signed by the presiding officer, attested by the secretary, and shall thereupon be filed with the records of the case. The date on which the written decision is filed in the case shall be deemed the date of filing of the decision. The executive director shall promptly thereafter mail a copy of the decision to the applicant or petitioner or his attorney and to every other interested public official.

9. **RECOMMENDATIONS TO THE PLANNING COMMITTEE**

Recommendations should be reviewed by the Planning Committee prior to submission to the Common Council. Recommendations to the Planning Committee may be by resolution or in such other form as the Common Council deems appropriate and upon adoption of any recommendation, a copy of the same shall be delivered by the secretary

to the Planning Committee. Each such recommendation shall contain a full and complete recital of reasons therefor.

10. **AMENDMENT OF RULES**

These rules may be amended from time to time upon a concurring vote of a majority of all members of the Authority and upon approval of the Common Council.

The general rules of procedure of the Authority shall be governed by Robert Rules of Orders where no specific statute, law or ordinance controls.

**Redevelopment Authority of the
City of Jefferson, Wisconsin
BY-LAWS & RULES OF PROCEDURE**

1. GENERAL RULES BY STATUTE, ORDINANCE OF RESOLUTIONS

The Redevelopment Authority “Authority” of the City of Jefferson shall be governed and controlled by Statutes of the State of Wisconsin, and as the same may hereafter be amended; by all ordinances of the City of Jefferson as they relate to the Authority, and as such ordinances may hereafter be amended and adopted; and by the within rules of procedure. All provisions of the Wisconsin Statutes, ordinances or resolutions of the City of Jefferson as may be enacted from time to time, shall take precedence over the rules of procedure.

2. GENERAL POWERS AND DUTIES

The Authority shall exercise all powers conferred per 66.1333(5) (Powers of redevelopment authorities) and perform all duties imposed, by state and local ordinance of the City of Jefferson, and shall perform such further and other duties as may properly from time to time be required by the Common Council.

The Authority may exercise all powers necessary or incidental to carry out and effectuate the purposes of this section, including the power to do the following (66.1333(5)(a)):

- a. 66.1333(5)(a)1. Prepare redevelopment plans and urban renewal plans and undertake and carry out redevelopment and urban renewal projects within the corporate limits of the city in which it functions.
- b. 66.1333(5)(a)2. Enter into any contracts determined by the Authority to be necessary to effectuate the purposes of this section. All contracts, other than those for personal or professional services, in excess of \$25,000 are subject to bid and shall be awarded to the lowest qualified and competent bidder. The Authority may reject any bid required under this paragraph. The Authority shall advertise for bids by a class 2 notice, under ch. 985, published in the city in which the project is to be developed. If the estimated cost of a contract, other than a contract for personal or professional services, in between \$3,000 and \$25,000, the Authority shall give a class 2 notice, under ch. 985, of the proposed work before the contract is entered into.
- c. 66.1333(5)(a)3. Within the boundaries of the city, acquire by purchase, lease, eminent domain, or otherwise, any real or personal property or any interest in the property, together with any improvements on the property, necessary or incidental to a redevelopment or urban renewal project; hold, improve, clear or prepare for redevelopment or urban renewal any of the property; sell, lease, subdivide, retain or make available the property for the city’s use; mortgage or otherwise encumber or dispose of any of the property or any interest in the property; enter into contracts with redevelopers of property containing covenants, restrictions and conditions regarding the use of the property in accordance with a redevelopment or urban renewal plan, and other covenants, restrictions and conditions that the Authority considers necessary to prevent a recurrence of blighted areas or to effectuate the purposes of this section; make

any restrictions, conditions covenants running with the land and provide appropriate remedies for their breach; arrange or contract for the furnishing of services, privileges, works or facilities for, or in connection with a project; temporarily operate and maintain real property acquired by it in a project area for or in connection with a project pending the disposition of the property for uses and purposes that may be deemed desirable even though not in conformity with the redevelopment plan for the area; within the boundaries of the city, enter into any building or property in any project area in order to make inspections, surveys, appraisals, soundings or test borings, and obtain a court order for this purpose if entry is denied or resisted; own and hold property and insure or provide for the insurance of any real or personal property or any of its operations against any risks or hazards, including paying premiums on any insurance; invest any project funds held in reserves or sinking funds or the funds not required for immediate disbursement in property or securities in which savings banks may legally invest funds subject to their control; redeem its bonds issued under this section at the redemption price established in the bonds or purchase the bonds at less than redemption price, all bonds so redeemed or purchased to be canceled; develop, test and report elimination of slums and blight; and disseminate blight elimination, slum clearance and urban renewal information.

- d. 66.1333(5)(a)4.a. Borrow money and issue bonds; execute notes, debentures, and other forms of indebtedness; apply for and accept advances, loans, grants, contributions, and any other form of financial assistance from the city in which it functions, from the federal government, the state, county, or other public body, or from any sources, public or private for the purposes of this section, and give such security as may be required and enter into and carry out contracts or agreements in connection with the security; and include in any contract for financial assistance with the federal government for or with respect to blight elimination and slum clearance and urban renewal such conditions imposed pursuant to federal laws as the Authority considers reasonable and appropriate and that are not inconsistent with the purposes of this section.
- e. 66.1333(5)(a)4.b. Any debt or obligation of the Authority is not the debt or obligation of the city, county, state or any other governmental Authority other than the redevelopment Authority itself.
- f. 66.1333(5)(a)4.c. Issue bonds to finance its activities under this section, including the payment of principal and interest upon any advances for surveys and plans, and issue refunding bonds for the payment or interest upon any advances for surveys and plans, and issue refunding bonds for the payment or retirement of bonds previously issued by it. Bonds shall be made payable, as to both principal and interest, solely from the income, proceeds, revenues, and funds of the Authority derived from or held in connection with its undertaking and carrying out of projects or activities under this section. Payment of the bonds, both as to principal and interest, may be further secured by a pledge of any loan, grant or contribution from the federal government or other source, in aid of any projects or activities of the Authority under this section, and by a mortgage of all or a part of the projects or activities. Bonds issued under this section are not an indebtedness within the meaning of any constitutional or statutory debt limitation or restriction of the state, city or of any public body other than the Authority issuing the bonds, and are not subject to any other law or charter relating to the authorization

issuance or sale of bonds. Bonds issued under this section are declared to be issued for an essential public and governmental purpose and, together with interest and income, are exempt from all taxes. Bonds issued under this section shall be authorized by resolution of the Authority, may be issued in one or more series and shall bear a date, be payable upon demand or mature at a time, bear interest at a rate, be in a denomination, be in a form either with or without coupon or registered, carry conversion or registration privileges, have rank or priority, be payable in a medium of payment, at a place, and be subject to terms of redemption, with or without premium, be secured in a manner, and have other characteristics as provided by resolution, trust indenture or mortgage issued pursuant to the transaction. Bonds issued under this section shall be executed as provided in s. 67.08(1) and may be registered under s. 67.09. The bonds may be sold or exchanged at public sale or by private negotiation with bond underwriters as the Authority provides. The bonds may be sold or exchanged at any price that the Authority determines. If sold or exchanged at public sale, the sale shall be held after a class 2 notice, under ch. 985, published before the sale in a newspaper having general circulation in the city and in any other medium of publication that the Authority determines. Bonds may be sold to the federal government at private sale, without publication of any notice, at not less than par, and, if less than all of the authorized principal amount of the bonds is sold to the federal government, the balance may be sold at private sale at not less than par at an interest cost to the Authority that does not exceed the interest cost to the Authority of the portion of the bonds sold to the federal government. Any provision of law to the contrary notwithstanding, any bonds issued under this section are fully negotiable. In any suit, action or proceeding involving the validity or enforceability of any bond issued under this section or the security for any bond, any bond reciting in substance that it has been issued by the Authority in connection with a project or activity under this section is deemed to have been issued for that purpose and the project or activity is deemed to have been planned, located and carried out in accordance with this section.

- g. 66.1333(5)(a)5. Establish a procedure for preservation of records of the Authority by the use of microfilm, another reproductive device, optical imaging or electronic formatting, if authorized under s. 19.21(4)(c). The procedure shall assure that copies of the records that are open to public inspection continue to be available to members of the public requesting them. A photographic reproduction of a record or copy of a record generated from optical disk or electronic storage is deemed the same as an original record for all purposes if it meets the applicable standards established in ss. 16.61 and 16.612.
- h. 66.1333(5)(a)6. Authorize the chairperson of the Authority or the vice chairperson in the absence of the chairperson, selected by vote of the commissioners, and the executive director or the assistant director in the absence of the executive director to execute on behalf of the Authority all contracts, notes and other forms of obligation when authorized by at least 4 of the commissioners of the Authority to do so.
- i. 66.1333(5)(a)7. Commence actions in its own name. The Authority shall be sued in the name of the Authority. The Authority shall have an official seal.
- j. 66.1333(5)(a)8. Exercise other powers that may be required or necessary to effectuate the purposes of this section.

- k. 66.1333(5)(a)9. Exercise any powers of a housing Authority under s. 66.1201 if done in concert with a housing Authority under a contract under s. 66.0301.

Specific action taken by the Authority related to the following powers shall be subject to review and approval by the Common Council:

- a. Acquisition of land under 66.1333(5)(a)3.
- b. Issuance of debt under 66.1333(5)(a)4.c.

3. OFFICERS AND THEIR DUTIES

Presiding Officers. The presiding officer of the Authority shall be designated as chairperson and shall be elected annually at the meeting of the Authority in **April** of each and every year. To act in the absence of the chairman, the Authority shall elect a vice-chairman to preside at the meeting. The presiding officer shall preside at all meetings of the Authority and shall have the right to vote and make motions; shall rule on matters of procedure, subject to appeal from such rulings by proper motion; shall conduct the meetings in accordance with the within rules; shall have such powers and duties as may be necessary for conduct of orderly meetings; and such other powers and duties as herein assigned to him, or as may be assigned to him. The executive director shall be hired by the presiding officers.

Treasurer. The Authority shall annually elect a treasurer from among its members. The treasurer of the Authority shall handle and keep a record of financial dealings of the Authority. The treasurer of the City shall serve as co-treasurer of the Authority.

Secretary. The executive director shall serve the Authority as its secretary and advisor and shall perform all duties requested by the Authority. These duties include handling all correspondence and clerical work or the Authority; to keep accurate notes of all matters coming before the Authority; to receive and file all communications, applications, request any and all documents directed to the Authority; to mark each document so received with the official filing stamp of the Authority; to publish or mail, as the case may be, all notices and advertisements required by law or as directed by the Authority; to prepare and mail to each member of the Authority not later than the Friday prior to the meeting, a summary statement of the nature of each item on such agenda and a copy of the minutes of the last meeting. The executive director may utilize such members of the city staff (clerk, engineer, public works director, etc.) as may be made available by the Common Council to accomplish his/her tasks. The executive director is an ex-officio, non-voting member of the Authority.

4. AGENDA

The executive director shall prepare the agenda with direction from the chairperson.

5. MEETINGS

Regular Meetings. Regular meetings shall be held at a place designated by the Authority at its last regular meeting. Meetings shall commence at **Time on the day of month** of each and every month. All meetings will be held at City Hall. Regular meeting times are subject to change only by consensus of the members.

Special Meetings. Special meetings may be called by the presiding officer whenever in his judgment such meeting is necessary, and the presiding officer shall call such special meeting

whenever he is requested to do so by at least three (3) members of the Authority. Such request may be made orally. Notice of such special meetings shall be given by announcement thereof at any regular meeting and by written or telephone notice as hereinafter provided, to such members not present at such meetings, by written notice mailed not less than 48 hours before the time fixed for such hearing; or by telephone notice not less than 24 hours before the time fixed for such hearing. Any business which could be done at a regular meeting may be done at such special meeting.

Quorum. A quorum for all meetings shall consist of four members and the presiding officer shall be included in such a count.

Order of Business. The order of business at all meetings, regular and special unless varied by a suspension of rules agreed upon by a majority of the Authority shall be as follows:

- Call to Order
- Public Hearings
- Person(s) desiring to be heard
- Approval of Minutes of Previous Meeting
- Old Business
- New Business
- Adjournment

6. **VOTING**

Provided a quorum is present and except as otherwise by law or these rules provided, the affirmative vote of a majority of the members present shall be required to decide any matter up for consideration.

Disqualification of members to vote in the event that any member shall disqualify himself to vote on any matter, he shall, none the less, be counted in determining whether a quorum is present, but his disqualification shall not decrease the number of votes required for passage of any motion, resolution or the taking of any other action.

7. **PUBLIC HEARINGS**

The Order of Business for holding public hearings shall be as follows:

A brief statement by the executive director as to the name of the applicant for relief, his address, the nature of the request, and the manner in which notice of the hearings was given.

1. Presentation of the applicant of his request including any maps, documents and the like, not previously filed.
2. Statements of all other persons in favor of granting the request.
3. Statement in rebuttal by opposing the request.
4. Statements in rebuttal by the applicant and by other persons favoring the request.
5. Statements in rebuttal by opposing the request.

6. Statements and subsections by any persons not previously heard but only on matters not previously discussed.
7. Closing of the hearings or, if necessary, adjournment of the hearing to a fixed future date.

Conduct of Public Hearings. The presiding officer shall announce immediately prior to each public hearing that no one will be heard unless he states his name and address. The presiding officer shall briefly explain the order of business. He shall have the right prior to the hearing to announce that each person's statement shall be limited to a specified period of time, and that rebuttal shall be limited to a specified period of time, and he shall have the right to terminate any statement when the speaker's time had elapsed, or in the event of unnecessary repetition, or in the event the statement is not material or germane.

Appearance. All persons desiring to be heard shall be heard, in person or by attorney.

Withdrawal of Application. At any time prior to a motion to grant or refuse a request, application or petition, the applicant may withdraw his request, application or petition and such withdrawal shall not entitle the applicant to a refund of whatever filing or publication fee may previously have been paid.

8. **DECISION**

All final decisions by the Authority shall be in writing and shall be the form of an order or decisions duly adopted by resolution. All such decisions shall be signed by the presiding officer, attested by the secretary, and shall thereupon be filed with the records of the case. The date on which the written decision is filed in the case shall be deemed the date of filing of the decision. The executive director shall promptly thereafter mail a copy of the decision to the applicant or petitioner or his attorney and to every other interested public official.

9. **RECOMMENDATIONS TO THE COMMON COUNCIL**

The Common Council should receive Authority meeting minutes in the Common Council agenda packets. In addition, the Common Council should include the Authority update as a regular agenda item during Common Council meetings.

Authority recommendations should be reviewed by the Common Council. Recommendations to the Common Council may be by resolution or in such other form as the Common Council deems appropriate and upon adoption of any recommendation, a copy of the same shall be delivered by the secretary to the Common Council. Each such recommendation shall contain a full and complete recital of reasons therefore.

10. **AMENDMENT OF RULES**

These rules may be amended from time to time upon a concurring vote of a majority of all members of the Authority and upon approval of the Common Council.

The general rules of procedure of the Authority shall be governed by Robert Rules of Order where no specific statute, law or ordinance controls.

COMMUNITY DEVELOPMENT AUTHORITY OF WHITEFISH BAY, WISCONSIN

By-Laws and Rules of Procedure

Approved by Whitefish Bay Community Development Authority 8/28/02

Approved by Whitefish Bay Village Board: 9/9/02

1. **GENERAL RULES BY STATUTE, ORDINANCE OR RESOLUTION**

The Community Development Authority of Whitefish Bay shall be governed and controlled by Statutes of the State of Wisconsin, and as the same may hereafter be amended; by all ordinances of Whitefish Bay as they relate to the Authority, and as such ordinances may hereafter be amended and adopted; and by the By-laws and Rules of Procedure set forth herein. All provisions of the Wisconsin Statutes, ordinances or resolutions of Whitefish Bay as may be enacted from time to time, shall take precedence over these By -Laws and Rules of Procedure.

2. **GENERAL POWERS AND DUTIES**

The Authority shall exercise all powers conferred, and perform all duties imposed, by state and local ordinance of the Village of Whitefish Bay, and shall perform such further and other duties as may properly from time to time be required by the Village Board.

Specific action taken related to the following powers shall be subject to review and approval by the Village Board:

- a. Acquisition of land
- b. Issuance of debt, other than "conduit debt" which is not support in any way by the CDA or the community
- c. Expenditure of any funds in excess of \$10,000
- d. Exercise of powers of eminent domain.
- e. Amendments, deletions, or additions to Section 2 of these By-Laws

3. **OFFICERS AND THEIR DUTIES**

Presiding Officers. The presiding officer of the Authority shall be designated as chairperson and shall be elected annually at the meeting of the Authority in April of each and every year. To act in the absence of the chairperson, the Authority shall elect a vice-chairperson to preside at the meeting. The presiding officer shall preside at all meetings of the Authority and shall have the right to vote and make motions; shall rule on matters of procedure, subject to appeal from such rulings by proper motion; shall conduct the meetings in accordance with the

within rules; shall have such powers and duties as may be necessary for conduct of orderly meetings; and such other powers and duties as herein assigned to him/her, or as may be assigned to him/her.

The executive director of the Authority shall be the Village Manager.

Treasurer. The Authority shall annually elect a treasurer from among its members. The treasurer of the Authority shall handle and keep a record of financial dealings of the Authority. The treasurer of the Village shall serve as Co-Treasurer of the Authority. The treasurer may utilize such members of the Village staff as may be made available by the Village Board to accomplish his/her tasks.

Secretary. The executive director shall serve the Authority as its secretary and advisor and shall perform all duties requested by the Authority. These duties include handling all correspondence and clerical work of the Authority; to keep accurate notes of all matters coming before the Authority; to receive and file all communications, applications, request any and all documents directed to the authority; to mark each document so received with the official filing stamp of the Authority; to publish or mail, as the case may be, all notices and advertisements required by law or as directed by the Authority; to prepare and mail to each member of the Authority not later than the Friday prior to the meeting, a summary statement of the nature of each item on such agenda and a copy of the minutes of the last meeting. The secretary may utilize such members of the Village staff as may be made available by the Village Board to accomplish his/her tasks.

4. **AGENDA**

The Executive Director shall prepare the agenda with direction from the chairperson.

5. **MEETINGS**

Regular Meetings. Regular meetings shall be held at a time and place designated by the Authority. Regular meeting times are subject to change only by consensus of the members.

Special meetings. Special meetings may be called by the presiding officer whenever in his judgment such meeting is necessary, and the presiding officer shall call such special meeting whenever he is requested to do so by at least three (3) members of the Authority. Such request may be made orally. Notice of such special meetings shall be given by announcement thereof at any regular meeting and by written or telephone notice as hereinafter provided, to such members not present at such meetings, by written notice mailed not less than 48 hours before the time fixed for such hearing; or by telephone notice not less than 24 hours before the time fixed for such hearing. Any business which could be

done at a regular meeting may be done at such special meeting. Notwithstanding these rules, the CDA shall also be subject to the Wisconsin Open Meetings law as amended from time to time.

Quorum. A quorum for all meetings shall consist of four members and the presiding officer shall be included in such a count

Order of Business. The order of business at all meetings, regular and special, shall be determined by the presiding officer.

6. **VOTING**

Provided a quorum is present and except as otherwise by law or these rules provided, the affirmative vote of a majority of the members present shall be required to decide any matter up for consideration.

Disqualification of members to vote in the event that any member shall disqualify himself or herself to vote on any matter, he/she shall, none the less, be counted in determining whether a quorum is present, but his/her disqualification shall not decrease the number of votes required for passage of any motion, resolution or the taking of any other action.

7. **PUBLIC HEARINGS**

Conduct of Public Hearings. The presiding officer shall announce immediately prior to each public hearing that no one will be heard unless he states his/her name and address. The presiding officer shall briefly explain the order of business. The presiding officer shall have the right prior to the hearing to announce that each person's statement shall be limited to a specified period of time, and that rebuttals shall be limited to a specified period of time, and the presiding officer shall have the right to terminate any statement when the speaker's time has elapsed, or in the event of unnecessary repetition, or in the event the statement is not material or germane.

Withdrawal of Application. At any time prior to a motion to grant or refuse a request, application or petition, the applicant may withdraw his/her request, application or petition and such withdrawal shall not entitle the applicant to a refund of whatever filing or publication fee may previously have been paid.

8. **DECISIONS**

All final decisions by the Authority shall be in writing and recorded as a part of the minutes of the Community Development Authority.

9. **AMENDMENT OF RULES**

These rules may be amended from time to time upon a concurring vote of a majority of all members of the Authority and upon approval of the Village Board.

The general rules of procedure of the Authority shall be governed by Robert's Rules of Order where no specific statute, law or ordinance controls.

I. BUSINESS/DEVELOPMENT

- *Blue's Egg* lease signed 12/13/17
- *Just Goods* fair trade boutique opened at 4457 Oakland, December 16th
- *Dogtopia* to December Plan Commission for conditional use approval at Sunseeker's site, 2420 Capitol. Item deferred.
- Vacancies:
 - General Capital continues to look to fill 4161 Oakland vacancy, 1800 sqft. Agreement restricts uses that compete with grocer.
 - 4001 Oakland corner space & Sendik's update- active discussions with all property owners and village for potential clinic/other uses, focusing on west side access.
 - Taco King needs site with established kitchen.

II. FAÇADE GRANT STATUS

- NO ACTIVITY. October inquiry North Shore Legend for front entry changes
- ON HOLD. Stone Creek project for permanent seating/other. Design Review Board approved. January consideration of Special Privilege application by Village Board. No grant application until receive VB approval.
- COMPLETED. Structural Elements sign 4529 Oakland. Awaiting final documentation for reimbursement.
- UPCOMING APPLICATION. *Blue's Egg* façade. Design Review Board approved 12/6. Application will be for 6 garage-style windows.

III. BUSINESS LOAN PROGRAM

- No inquiries other than North Shore Legend from October

IV. OUTREACH/PARTNERSHIPS

- BID introductions to various bank branch managers & others during winterfest poster distribution
- North Shore Bank groundbreaking 12/12- offered 2nd floor conference space to public
- Shorewood Chill Feb 10 event set Noon – 4p.m.- BID to reach out to key businesses to participate. Recommend getting food/other coupons to handout at event to push to businesses after. Colectivo donating coffee

V. CDA Dec Meeting

- New village manager and planner reviewed economic development program document, identifying current programs purpose and processes. After finalized, will begin identifying new programs and prioritizing work for 2018.

VI. GHOST TRAIN T-SHIRTS

- Error in order, reducing expense to \$221. Current sales = \$255

- Zen selling t-shirts
- 2 shirts sold at WinterFest

VII. SOCIAL MEDIA WORKSHOP SUMMARY, 11/28

- Know audience demographics- older adults not using FB and Instagram.
- Don't spend \$\$ if no one going to FB page or web.
- If sending people to web, must have content
- 3 Objectives of boosts: Awareness, Consideration (events), Conversion (forms/purchase)
- FB now like Amazon that ads can follow people across platforms
- FB links to Instagram and Messenger.
- Instagram better for events and RSVP. If 'interested' then get alerts.
- No point in using Snapchat- ads really expensive

SHOREWOOD CDA FAÇADE PROGRAM PENDING AND PAST FAÇADE GRANTS

Property Location	Applicant Type	Status	Applicant Name	Meeting	Date of Application	Application Approved	Reimbursement Date	Tot Project Cost	Amount of Grant	Sign/Awning	Summary of work performed
2017											
4010 N. Oakland Ave.	Tenant	Completed	Allstate Insurance - Andrew McCabe		4/10/2017	4/17/2017	6/2/2017	\$1,660.00	\$ 830.00	1	Replace torn/worn awning
3596 N. Oakland Ave.	Owner	Inquiry	David Wu -Inquiry		2/1/2017						owns Crave Café, asking if he creates new business in vacancy whether it would qualify for more grant dollars (he received \$10,631 under old program)
4022 N. Oakland Ave	Tenant	Approved	Scott Schaefer- Milwaukee Brat House		6/1/2017	7/7/2017	11/1/2017	\$23,400.00	\$12,000.00		install garage doors front façade; (not included 1 wall sign; 2 blade signs) and design
4185 N. Oakland Ave	Tenant	Inquiry	Dan Sidner	various				\$30,000.00			Garage doors for building addition.
4106 N. Oakland Ave	Tenant	Inquiry	Stone Creek-Alex	10/1/2017							Add permanent seating/canopy/landscape hardscape, front and side
4121 N. Wilson Drive	Tenant	Inquiry	Larry Fox North Shore Legend Post	11/6/2017							Modify front entrance; remove sign in transom; new railings
	Tenant	Pending	Luke Laga, Structural Elements	11/8/2017	11/8/2017	11/10/2017		\$5,840.00	\$1,500.00	1	Routed out internal lit box sign.
									\$12,830.00		

2017 Grants