



Community Development Authority

Meeting Minutes

February 5, 2016

3930 N. Murray Avenue, Shorewood, WI 53211

1. Call to order.

The meeting was called to order at 7:32 a.m. Members present: Chair Peter Hammond, Pete Petrie, Tr. Davida Amenta, Andrea Roschke and Tr. Tammy Bockhorst.

2. Consideration of January 8, 2016 meeting minutes.

Ms. Roschke moved to approve, seconded by Tr. Bockhorst with noted changes. Vote 5-0.

3. Review and discussion of Draft 2 – Annual Financial Review presentation document for the February joint CDA/Village Board meeting.

Dawn Gunderson from Ehlers financial was present to review the draft report. Members were given a revised report, updated per discussions at the previous CDA meeting. Each Tax Increment District was reviewed including assessments of projected closing dates. As part of the report, the CDA also reviewed the Village's projected general obligation debt based on current and future known financing needs. The state limits general obligation debt to 5% of equalized value. Shorewood's is at 3.3%.

Tr. Amenta requested notation on appreciation assumptions to include inflation.

Discussions addressed transferring certain expenses out of TID #1 that were approved previously in the TID #1 amended plan adopted June 9, 2011 stating the Village may provide funds to the CDA to be used for administration, planning operations, and capital costs. Finance Director Mark Emanuelson reminded the CDA that this is not a budget document: it gives authorization to spend.

Tr. Maher noted that there have been many other improvements to quality of life in the commercial districts not shown in the report and what the community would look like if improvements weren't done- for example, improvements to Capitol Drive and Oakland Avenue roads and streetscape.

Scenarios were reviewed for closing TID #1 including no transfers or development projects, transfers only and transfers with a small development project in 2016.

The report includes the façade program and business loan program. Petrie stated that funding for the façade program for 2016 was approved in the village budget for \$45,000. The TID #1 amended plan in 2011 included expenditures for a façade program and loan program.

Mr. Petrie described the business loan program. It was established in 2009 to assist businesses and property owners in financing business expansion and startup projects, consistent with the economic development goals of the Village. All loan applications must be approved by the CDA and loans over \$25,000 must be approved by the Village Board. In order to continue the tool, it is recommended that \$200,000 be transferred from TID #1 to the CDA in late 2016. The new program would operate as a revolving fund.

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Ms. Roschke moved to recommend to the Village Board acceptance of the Community Development Authority and Tax Incremental Districts 2015 Annual Financial Report, as modified according to CDA direction, including the following aspects with addition for the document to reflect changes discussed:

- 1) Agreement with the overall economic development strategies and accept the resulting reprojections contained in the report for TIDs #1, #3, #4 and #5.
- 2) Approval of the recommended 2016 planned spending amount for all TIDs;
- 3) Approval of the recommended transfer of \$838,500 from TID #1 to the Shorewood CDA in late 2016 for the following purposes, subject to confirmation that TID #1 still has the capacity to close in 2021 if the transfers were made in the recommended amounts:
 - o Future façade program expenditures in what is now designated for TID #1 geographic area, \$330,000;
 - o Establishment of a perpetual District-wide business loan program comprised of the following transfers to the CDA:
 - \$200,000 transfer out of TID #1 at the end of 2016
 - Transfer of the existing outstanding business loan program balance and associated future P&I payments.
 - o Other future recurring expenses in what is now designated the TID #1 geographic area. \$308,500.
- 4) Concurrence with the outlined concept of a CDA perpetual, business district-wide, revolving business loan fund, with details to be agreed to later in 2016 before any transfer to the CDA of any funds for that purpose.

Seconded by Tr. Bockhorst.

Tr. Bockhorst moved to amend the motion and remove item 3.2 “Approval of the recommended 2016 planned spending amount for all TIDs”, seconded by Ms. Roschke. Vote 5-0.

To the original motion, vote 4-1 with Tr.Amenta nay vote.

A copy of the report will be placed at the library and village hall and notification will be made through various social media.

4. Review and discussion of Draft 2 – Façade Program recommendations.

Chair Hammond reviewed the revisions per last CDA discussion. Over the last several months’ members reviewed program management, Village Board reporting, control procedures and program success factors. The revisions include:

- a) Under program management, provide additional stipulation that a property that has received a façade grant in the past may apply for additional façade grants. Once a site has received cumulative grant funds of \$25,000 per project site per five-year period for single tenant properties and \$50,000 per project site for multi-tenant properties, subsequent request within that period will require direct CDA review and approval.
- b) Under Village Board reporting, provide monthly updates to CDA and Village Board using new reporting template.
- c) Under control procedures, the BID will provide the village planning director with the applicant request packet for review and approval prior to grant funding.

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Tr. Bockhorst moved to approve façade program revisions as provided, seconded by Ms. Roschke. Vote 4-1, Tr. Amenta voting nay.

5. Future agenda items.

Tr. Amenta asked for construction costs for the Metro Market.

6. Scheduling of future meetings.

The next meeting is March 4, 2016.

7. Adjournment.

Tr. Amenta moved to adjourn the meeting at 9:54 a.m., seconded by Tr. Bockhorst. Vote 5-0.

Recorded by,

A handwritten signature in cursive script that reads "Ericka Lang".

Planning Director Ericka Lang