

**VILLAGE OF WESTON, WISCONSIN**  
**OFFICIAL PROCEEDINGS OF THE COMMUNITY DEVELOPMENT**  
**AUTHORITY/ECONOMIC DEVELOPMENT COMMITTEE**  
*HELD ON TUESDAY, JANUARY 8, 2019, IN THE BOARD ROOM, AT THE MUNICIPAL*  
*CENTER*

AGENDA ITEMS.

1. **Call to Order & Welcome by Chairperson Zeyghami –**  
Community Development Authority Meeting was called to order by Vice Chair Mark Maloney.
2. **Roll Call of CDA by recording secretary**

Roll call indicated 4 Community Development Authority members present.

<u>Member</u>	<u>Present</u>
ZEYGHAMI, HOOSHANG	NO - Excused
MALONEY, MARK	YES
BERGER, SCOTT	YES
HAGEDORN, TODD	NO – Absent
JELMELAND, DAVID	YES
KNOFF, MICHELLE	NO - Absent
WINKELS, STEPHEN	YES

Village Staff in Attendance: Donner, Higgins, Trautman, Hodell,

3. **Approval of minutes from December 18, 2018 Meeting.**

***Motion by Berger, second by Jelmeland: to approve the minutes from the December 18, 2018, CDA Meeting.***

Yes Vote: 4    No Votes: 0    Abstain: 0    Not Voting: 3    Result: PASS

<u>Member</u>	<u>Voting</u>
Zeyghami, Hooshang	----
Maloney, Mark	YES
Berger, Scott	YES
Hagedorn, Todd	----
Jelmeland, David	YES
Knopf, Michelle	----
Winkels, Stephen	YES

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**4. Acknowledgement of: December 2018 Building Permits.**

***Motion by Jelmland, Second by Winkels, to acknowledge the Building/Construction Activity and Permit Report.***

Yes Vote: 4    No Votes: 0    Abstain: 0    Not Voting: 3    Result: PASS

<u>Member</u>	<u>Voting</u>
Zeyghami, Hooshang	----
Maloney, Mark	YES
Berger, Scott	YES
Hagedorn, Todd	----
Jelmland, David	YES
Knopf, Michelle	----
Winkels, Stephen	YES

**5. Review and Discussion of Current Tax Incremental Financing Policy for the Village (Resolution 2018-CDA-002).**

Higgins discussed that in March 2018 staff was directed to create a Tax Incremental Financing Policy and Application to be used for future TIF funding requests. A draft document was created and adopted in March by the CDA as Resolution No. 2018-CDA-002 but has not gone through to the Board for final approval.

With Administrator Guild's departure Higgins stated she shared this document with Greg Johnson from Elhers whose suggestions were incorporated in a revised document. Johnson also suggested having staff meet with Elhers to develop a Matrix on how funding should be determined. This would then be brought back to the CDA before going to the Board.

Higgins asked if the Committee is ok with the changes suggested by Johnson and if they had any suggestions.

Jelmland asked if there should be a requirement in the TIF policy that Trustees should review this policy on a yearly basis for the businesses that have gotten loans or grants, the date, the amount, etc. Higgins explained that since the CDA and the Economic Development Committee are now combined, that this body would be the oversight committee and they would complete the annual review

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and report to the Board. She also explained there are certain statutory powers the CDA has that gives them more decision-making authority similar to Plan Commission such as creating a Housing Authority or for acting on redevelopment project funding.

Maloney asked if it would be handled as two separate meetings, starting and stopping each one. Higgins stated the ordinance combined them into one so only one meeting is required. The CDA, acting with their ED Committee hat on, would be the committee to review and recommend to the board on funding development projects. Higgins also stated over the course of the next year, she would like to create policies and procedures for the CDA that would guide how the CDA operates and functions.

***Motion by Berger, Second by Winkels, to revise the current Tax Incremental Financing Policy for the Village and to include the comments by Greg Johnson from Ehlers and to have staff work with Elhers on a Matrix and then send it to the Board for approval.***

Yes Vote: 4    No Votes: 0    Abstain: 0    Not Voting: 3    Result: PASS

<u>Member</u>	<u>Voting</u>
Zeyghami, Hooshang	----
Maloney, Mark	YES
Berger, Scott	YES
Hagedorn, Todd	---
Jelmeland, David	YES
Knopf, Michelle	----
Winkels, Stephen	YES

**6. Discussion and possible action on Small Improvement Grant Policy for TID #1 and TID #2.**

Donner explained that since the TIF application for new and/or major projects is such a long application process it was discussed to create a Small Improvement Grant policy for TID #1 and TID #2 to encourage the upgrading and renewal of exterior facades, signs and architectural features of existing commercial buildings, building expansions with assorted job creation; or similar projects providing significant benefits within the TIF.

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Berger asked if this would be TIF money and if there should be an annual cap. Donner stated that this would be TIF money and the cap would be based on the performance of the TIF district.

Higgins stated it could be used for the businesses in TIF 2 (Schofield Ave) for updating façades, landscaping, or parking lots. For these types of projects, they would then be able to go through the small TID policy rather than the long one.

Discussion was had if the Village would be issuing grants and/or loans and it was decided that the Village shouldn't get into providing loans and only do the grants. Donner stated they would eliminate the loan part through the Village from the application.

Jelmeland asked if background checks would be done to see if the people (and/or businesses were reputable). Higgins stated that they will update the application to include those things.

**FUTURE ITEMS**

7. Next meeting date(s):
  - a. Tues. Feb. 12, 2019 @ 6:00 p.m. Regular Meeting – *Maloney will be gone*
  - b. Tues. March 12, 2019 @ 6:00 p.m. Regular Meeting
  - c. Tues. April 9, 2019 @ 6:00 p.m. Regular Meeting
  - d. Tues. May 14, 2019 @ 6:00 p.m. Regular Meeting
  - e. Tues. June 11, 2019 @ 6:00 p.m. Regular Meeting
  - f. Tues. July 9, 2019 @ 6:00 p.m. Regular Meeting
  - g. Tues. Aug. 13, 2019 @ 6:00 p.m. Regular Meeting
  - h. Tues. Sept. 10, 2019 @ 6:00 p.m. Regular Meeting
  - i. Tues. Oct. 8, 2019 @ 6:00 p.m. Regular Meeting
  - j. Tues. Nov. 12, 2019 @ 6:00 p.m. Regular Meeting
  - k. Tues. Dec. 10, 2019 @ 6:00 p.m. Regular Meeting
  
8. Remarks from Staff and Commission Members.
  - a. Update on Recruitment of new Economic Development Coordinator position.

Higgins stated that Weinkauff got the position for the Economic Development Coordinator posted today. It was posted on the Village's website, the Wisconsin American Planning Association's (APA) website, and is being sent to the League of Municipalities. The posting would remain open through February. It was also noted that the Grade had been moved to a higher grade level by the HR Committee and Board in an effort to get more experienced applicants.

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Jelmeland asked about multi-family housing along Schofield Ave and the Camp Phillips Corridor project and if the redevelopment plans along there would include multi-family housing behind the businesses. He also was wondering if it was just the CDA Committee that needed to go over this, or possibly the Finance Committee or Plan Commission. Jelmeland also suggested having a rental specialist make a presentation on what the market is like, along with what other communities are doing with multi family housing. Jelmeland thought bringing the other committees in and having a big presentation would also be a good idea.

Higgins stated that one of her projects for 2019 is doing a housing study particularly focusing on multi-family housing and affordable housing. She felt bringing in a presenter would be a good idea. She has also talked to a former Plan Commission member who is in the banking business who's noticed that people are getting away from buying Condos and going towards high end apartments. Higgins also stated as part of the CDA they can create a Housing Authority like the City of Wausau where people can apply for grants to fix up their homes.

Winkles commented on an article in the Municipality Magazine regarding the Dark Store Loophole and if that is something the Village should be concerned about. Some discussion was had, and Higgins was going to forward a video that the League of Municipalities put together explaining the Dark Store Loophole.

Jelmeland asked if there were any updates on TDS. Donner stated they still want \$225,000 and staff is planning on taking it to the Board on January 21<sup>st</sup>. Jelmeland also asked if they would be behind schedule now and Donner stated that they have been working on some background things based on the understanding that this was going to happen so they should be able to be on schedule.

**9. Adjournment of CDA.**

***Motion by Jelmeland, Second by Winkles, to adjourn the meeting at 6:50 p.m.***

Yes Vote: 4    No Votes: 0    Abstain: 0    Not Voting: 3    Result: PASS

<u>Member</u>	<u>Voting</u>
Zeyghami, Hooshang	----
Maloney, Mark	YES
Berger, Scott	YES

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Hagedorn, Todd	---
Jelmeland, David	YES
Knopf, Michelle	----
Winkels, Stephen	YES