

**COMMUNITY DEVELOPMENT AUTHORITY MEETING MINUTES**

**Monday, August 24, 2017**

**6:30pm**

**VILLAGE OF WHITEFISH BAY**

**5300 North Marlborough Drive**

**I. Call to Order and Roll Call**

Chairperson Krueger called the meeting to order at 6:30pm.

Present: Jim Roemer, President Julie Siegel, Brian Vanevenhoven, Mike Dwyer and Ray Krueger.

Also Present: Village Manager Paul Boening, Assistant Manager Tim Blakeslee, Attorney Chris Jaekels and Kristian Vaughn from Graef.

**II. General Business**

**1. Approval of Minutes from the meeting held on July 24, 2017.**

Jim Roemer moved, seconded by Mike Dwyer to approve the minutes of the July 24<sup>th</sup> meeting. Motion Carried, 5-0.

**2. Review and Recommendation to Village Board on Property Improvement Incentive Grant Application for window replacement and masonry repairs at 501-513 E. Silver Spring Drive. (Applicant - Diversey WFB LLC)**

Property owner Dave Decker commented on the need for improvements and highlighted the project details. Kristian Vaughn from Graef summarized the key components of the review memo. Discussion followed regarding assessed property value, coordination with Moxie and proposed building materials.

Jim Roemer commented on the importance of comparing project value to the current property assessment. Chairman Krueger spoke about the discretionary nature of the program and explained that the CDA was working to strike a balance between requested and approved grant amounts. Discussion followed pertaining to how to weigh the merits of small projects vs those that would generate increment.

Jim Roemer moved, seconded by Julie Siegel to recommend that the Village Board approve a \$31,800 grant. Motion Failed, 2-3.

Jim Roemer moved, seconded by Mike Dwyer to recommend that the Village Board approve a \$28,000 grant. Motion Carried, 4-1.

**3. Review and Recommendation to Village Board on Property Improvement Incentive Grant Application for an indoor fire suppression system and an outdoor seating project at 501 E. Silver Spring Drive. (Applicant - SonFlower LLC dba Moxie)**

Anne Marie Arroyo, co-owner of Moxie, spoke about the success of the restaurant and the desire to add outdoor seating at the location. Kristian Vaughn from Graef summarized the key components of the review memo.

Discussion followed regarding lease term, extension options and personal guarantees associated with a potential grant award. CDA members also discussed the merits of including the sprinkler system as an eligible expense.

Jim Roemer moved, seconded by Mike Dwyer to recommend that the Village Board approve a grant equal to 50% of the actual project costs up to a maximum of \$25,000 and to authorize the Village Manager to issue partial progress payment disbursements based on the completion of project components. Motion Carried, 5-0.

**4. Discussion and Possible Action regarding Incentive Grant Program criteria, submittal requirements, guidelines and process.**

Postponed to the next meeting.

**III. Adjourn**

Jim Roemer moved, seconded by Mike Dwyer to adjourn the meeting at 8:45pm. Motion Carried, 5-0.

Paul Boening  
Village Manager