

COMMUNITY DEVELOPMENT AUTHORITY MEETING MINUTES

Tuesday, September 26 , 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: Trustee Jay Miller, President Julie Siegel, Matt Hunter, Brian Vanevenhoven, Mike Dwyer and Ray Krueger. Jim Roemer arrived at 6:35pm.

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

II. General Business

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

Brian Vanevenhoven moved, seconded by Mike Dwyer to approve the minutes of the August 24th meeting. Motion Carried, 6-0.

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

Kristan Sanchez from Graef led the CDA in a discussion pertaining to Grant Program criteria, submittal requirements, guidelines and process. Discussion topics included:

- Project cost (should there be a different process for projects above a certain dollar threshold?)
- Differentiating between projects that will not result in an assessment increase vs projects that will add assessed value and generate increment.
- Eligible project costs (maintenance vs improvement/enhancement).
- Should there be a lifetime limit on grant dollars received by an individual property owner?
- Important to incentivize projects that will create a “vibe.”
- Cleaning of building exteriors, painting, repair and tuck-pointing could be removed from the eligible expense list (maintenance based items).
- Important to remember that one of the program goals was to encourage 2nd floor tenancy.
- Guidelines should include a strong visioning statement (with funding outcomes) to serve as a “gatekeeper” to determine whether an application moves forward.
- For projects with a value of \$100,000 or more, the CDA could opt to proceed with a TIF Incentive in lieu of following the grant program guidelines.

- Projects could be evaluated based on funding outcomes with grant funding based on a sliding scale (0% - 50%) with “extraordinary” projects being eligible for 50%.
3. **Set date/time for next meeting** .

Village Manager Paul Boening will coordinate with CDA members to schedule the next meeting.

III. Adjourn

Brian Vanevenhoven moved, seconded by Matt Hunter to adjourn the meeting at 8:08pm. Motion Carried, 7-0.

Paul Boening
Village Manager